

SUPERVISING HOSPITAL PHARMACIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is responsible for the efficient, effective and dependable daily operation of an assigned area of the Westchester Medical Center Pharmacy Division. The incumbent ensures adequate staffing and coverage, and that pharmaceutical services are performed in accordance with established and approved hospital procedures, professional standards and Federal, State, and local regulations. Supervision is exercised over a number of pharmacists and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises staff to assure proper preparation and prompt dispensing of drugs and solutions to various areas served by the department and provides assistance and guidance in resolving problems in drug orders;

Reviews and resolves problem drug orders from all nursing unit shifts;

Administers the flow of paperwork necessary for the purchase of supplies from within the department to the various departments responsible for the completion of all transactions including the Bureau of Purchase, Accounting Department and Department of Finance;

Operates automated pharmaceutical database to retrieve information, compile and prepare reports and control the division's inventory;

Maintains adequate inventory levels of all medications, including the timely and appropriate procurement of medications, and the removal of deteriorated medication returning them for credit or replacement;

Assures the accurate and timely dispensing, recordkeeping and adherence to State and Federal regulations of controlled substances (narcotics) and reviews and reports all controlled drug record discrepancies to the Director;

Coordinates the manufacturing and packaging activities of pharmacists and support staff;

Assures the proper preparation, dispensing, and recordkeeping for investigational drugs;

Insures the appropriate maintenance of pharmacy division equipment and facilities;

Prepares daily work assignment sheets and coordinates staffing assignments to ensure adequate coverage and timely medication delivery to all patient units;

Performs training, orientation, guidance and evaluations of new pharmacists, technicians, pharmacy interns, and nurses;

Provides professional expertise and participates in in-service training of other health professionals;

Participates in other administrative activities of the Division, including providing input to the development of policies and procedures, forms, statistical reporting, etc.;
Prepares statistical reports on the utilization, purchase and distribution of drugs and intravenous solutions;

EXAMPLES OF WORK: (Cont'd)

Serves on various committees (i.e.: Nursing, Pharmacy, Hyperalimentation) at the Medical Center providing input on drug use, efficiency and cost;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the science, practice and procedures of modern pharmacology; good knowledge of the functional aspects, professional relationships and procedures used in a large tertiary care, teaching medical center, as they relate to the Pharmacy Division; thorough knowledge of the principles and concepts of supervision; ability to communicate effectively both orally and in writing; ability to make correct decisions in stressful situations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment, especially in the area of confidential medical information; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Two years of experience as a licensed pharmacist in a health care institution, and possession of a valid license and current registration as a Pharmacist issued by New York State.

SUBSTITUTION: Completion of one year of an approved residency in pharmacy may be substituted for one year of work experience.

SUBSTITUTION: Possession of a Master's degree* in Pharmacy or a Pharm D. degree* may be substituted for one year of experience as described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.