

GENERAL DESCRIPTION OF CLASS

The PHARMACY MANAGER 1 directs and oversees the operation of a pharmacy department or directs and oversees the operation of a section of a large pharmacy department. The Pharmacy Manager 1 ensures adherence to applicable State and Federal laws and regulations. All positions in this class are excluded from collective bargaining.

DISTINGUISHING FEATURES

This is the first level of a two-level series and is distinguished from the second level by the absence of responsibility for directing and overseeing a pharmacy operation the size of which necessitates subordinate management staff.

DUTIES AND RESPONSIBILITIES

Positions in this class may be the single manager in a small pharmacy department or may be one of two or more managers required in a large pharmacy department to supervise a specific portion of the operation. Their duties and responsibilities may include one, some or all of the following:

- 1.**Management.** Typical tasks: develops, directs, maintains, and evaluates pharmaceutical services; forecasts, develops, and manages the departmental and legal requirements of pharmacy practice; develops and continuously updates policies and procedures, and assists in the development of medical and nursing policies; acts as pharmacy representative to various departments; meets with State and Federal inspectors and develops plan of correction for deficiencies.
- 2.**Supervision.** Typical tasks: plans, assigns, and reviews work of assigned staff; adjusts work assignments and schedules to maintain adequate staffing levels and respond to fluctuating workloads; evaluates employee performance and prepares performance appraisals; assesses training needs of staff and arranges for or provides appropriate instruction; provides initial orientation to new employees; reviews applicants' credentials, participates in the interview process, and hires or effectively recommends hiring of staff; resolves personnel problems, complaints, and formal grievances at the first level; disciplines and rewards employees; counsels employees in work related activities, personal growth, and career development.
- 3.**Inventory Control and Dispensing.** Typical tasks: supervises the procurement, storing, and accounting of pharmaceuticals; updates and/or maintains familiarity with medication formulary of the hospital, listing medications approved and preferred for use; reviews and verifies records and reports of medications and inventories; researches drug sources, products and availability and contributes information to the drug selection process and/or makes drug product selection decisions.
- 4.**Clinical Pharmacy and Dispensing.** Typical tasks: dispenses pharmaceuticals; serves as relief for staff pharmacists and provides consultation on pharmaceutical questions to physicians, residents, nurses, and other health care providers; reviews patients' medication orders and drug profiles to assure correct drug use; provides information to prescriber on drug interactions, allergies, and doses in order to obtain more effective therapy; supervises and/or assists in the preparation of prescriptions, unit dose packaging and compounding of medications.

RELATIONSHIPS WITH OTHERS

Employees in this class have regular in-person and telephone contact with administrative personnel in relation to pharmaceutical policies, personnel, and budget. There is also regular in-person and telephone contact with State and Federal inspectors concerning pharmacy standards. Employees in this class also have regular contact by telephone and in person with the State Purchasing Agent, professional representatives, and other pharmacy directors concerning drug purchases and cost savings. Employees in this class have occasional contact by telephone and in person with the School of Pharmacy concerning standards of practice and student programs.

SUPERVISION RECEIVED

Employees in this class receive general supervision from an administrative superior who reviews the work through weekly or monthly staff meetings and written reports for conformance to agency and professional standards and for adequate delivery of pharmacy services. Work is generated by the needs of patients and prescribers for pharmacy services. Employees in this class follow State and Federal laws and regulations, State Pharmacy Board rules and regulations and hospital and agency standards, policies and procedures as guidelines in the correct and legal dispensing of medications. Employees in this class use Administrative Rules, agency policies and procedures, and collective bargaining agreements in the supervision of employees.

SUPERVISION EXERCISED

Employees in this class directly supervise staff pharmacists, pharmacy technicians, store clerks, and/or clerical staff.

GENERAL INFORMATION

Positions in this class are primarily found in hospitals, clinics, or other health care facilities. They require the willingness to work in the environment associated with the position's location and purpose. In addition, they require the willingness to maintain a sympathetic and understanding attitude toward mentally ill, mentally retarded, handicapped, and/or physically ill patients. Some positions require the willingness to work overtime, on call and/or rotating schedules.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of the science, principles, and practice of pharmacy.

Extensive knowledge of the specialized functions and standards of institutional pharmacy (unit dose drug distribution, IV additives, drug regimen review, drug utilization reviews, drug information, and State and Federal inspections).

Extensive knowledge of the management of drug budgets: budgeting, purchasing, perpetual inventory system, drug formulary, and computerization of issues, receivings, and management reports.

Extensive knowledge of pharmacy reference sources.

General knowledge of maintenance of records and references.

Skill in preparing policies and procedures.

Skill in the preparation of reports, budgets, surveys, plans of correction.

Skill in interpreting and applying State and Federal laws relating to the dispensing and storage of drugs.

Skill in giving clear oral and written presentations on technical subject matter.

Ability to plan, implement and evaluate pharmacy programs and procedures.

SPECIAL QUALIFICATIONS

Graduation from an accredited School of Pharmacy and registration as a Pharmacist by the Oregon State Board of Pharmacy.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.