

## **PHARMACY SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is supervisory and professional pharmacy work which involves overseeing the day-to-day activities of the pharmacy program. The work is performed under the general supervision of a higher-level administrator and in accordance with state and federal regulations. Supervision is provided to professional and clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Supervises the day-to-day activities of the pharmacy personnel to ensure that all work is completed in an accurate and efficient manner and provides guidance and resolves problems;  
Conducts chart reviews;  
Participates/leads in the bidding/buying contract process for pharmacy supplies;  
Maintains patient profiles, printing of monthly physician orders and monthly Medication Administration Records;  
Monitors drug interactions, drug utilization review and costs;  
Maintains inventory control;  
Dispenses medication in compliance with all federal and state regulations;  
Provides drug information to medical staff and patients;  
Meets with staff to exchange information regarding pharmacy issues and to coordinate pharmacy-related functions;  
Administers vaccinations such as hepatitis A and B, measles, mumps, rubella, COVID-19, as appropriate;  
Attends various committee and/or board meetings, as required;  
Prepares reports as required;  
May conduct in-service training for staff.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern pharmaceutical principles and practices; thorough knowledge of methods and practices for receiving, storing, maintaining and issuing pharmaceuticals and other medical supplies; good knowledge of federal and state laws regulating pharmaceuticals and the dispensing thereof; good knowledge of the principles and practices of supervision; ability to administer vaccines, as appropriate; ability to establish and maintain cooperative relations with others; ability to understand and interpret regulations, laws and research pertaining to pharmaceutical principles and practices; ability to maintain accurate records and complete appropriate reports.

### **MINIMUM QUALIFICATIONS:**

1. A Master's degree in Pharmacy, Pharmacy Administration, or comparable curriculum, and one (1) year of administrative or supervisory experience as a Pharmacist, or
2. A Bachelor's degree in Pharmacy and three (3) years of administrative or supervisory work experience as a Pharmacist.

**SPECIAL REQUIREMENT:** Possession of a license issued by the State of New York Department of Education to practice as a Pharmacist certified to administer vaccines with a designation "I" must be maintained throughout the course of employment in this title.

**PROMOTION:** Two (2) years of permanent status as a Pharmacist.