**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 in the Department of Hospitals. The work is performed under the general supervision of the Director of Pharmacy Services and in accordance with state, federal and Joint Commission on the Accreditation of Hospitals (JCAH) regulations. Supervision is provided to a small number of professional and clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:**
- Supervises the day-to-day duties of the pharmacy personnel to ensure that all work is completed in an accurate and efficient manner and provides guidance and resolves problems, as necessary;
- Conducts monthly nursing home chart reviews;
- Participates 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, state and JCAH regulations;
- Provides drug information to medical staff and patients;
- Meets with staff to exchange information regarding pharmacy issues and to coordinate pharmacy-related functions;
- 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 and JCAH codes regulating pharmaceuticals and the dispensing thereof; good knowledge of the principles and practices of supervision; 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 in a hospital or skilled nursing facility or
2. A Bachelor’s degree in Pharmacy and three (3) years of administrative or supervisory work experience as a Pharmacist, one year of which must have been in a hospital or skilled nursing facility.

**SPECIAL REQUIREMENT:** Possession of a license issued by the State of New York Department of Education to practice as a Pharmacist.

**PROMOTION:** Two (2) years of permanent status as a Pharmacist or one (1) year of permanent status as a Senior Pharmacist or a Pharmacy Specialist.

Competitive