

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;
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 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.

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.