

 Oroville Hospital	Job Description for Assistant Director of Pharmaceutical Services	Department:	Pharmacy
		Dept.#:	8390
		Last Updated:	01/17/11

Reports To

Director Pharmaceutical Services

Job Summary

The Assistant Pharmacy Director shall assist the Director of Pharmacy in all aspects of pharmacy management. Under direction, plans, organizes, and coordinates multiple pharmacy operations for the Department of Pharmacy, compounds or dispenses pharmaceutical drugs and prescriptions, and performs related duties as required.

Duties

- Supervises professional, paraprofessional and clerical staff
- Selects and trains staff
- Assigns and evaluates work
- Develops policy and procedures for staff and pharmacy operations
- Documents, evaluates, and reports medication errors and initiates corrective action plan
- Counsels employees regarding work performance and professional development, taking disciplinary actions as appropriate
- Prepares and monitors pharmacy budget
- Ensures proper cash flow
- Reviews and authorizes all pharmaceutical invoices for payment
- Consults with physicians and nurses regarding pharmaceutical questions
- Advises physicians on formulary medications and cost-effective and innovative therapies
- Answers pharmaceutical questions from patients and staff
- Monitors storage, distribution, and use of pharmaceuticals for all pharmacy locations
- Provides education to clinical staff related to pharmaceutical care

Qualifications

- Graduate of an accredited School of Pharmacy. Licensed to practice pharmacy in the state of California
- A graduate degree in hospital pharmacy or business administration is preferred

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- A minimum of two years of hospital experience is required
- A minimum of one year of hospital experience as a supervisor is preferred
- Ability to learn and apply principles and practices of supervision: assign, prioritize, and evaluate the work of others
- Ability to develop and implement operational procedures
- Ability to use effective communication skills to establish and maintain working relationships with clinical and other department staff
- Ability to collect and analyze data, draw conclusions, and make recommendations
- Ability to learn principles of budget preparation and administration
- Demonstrated ability to maintain accurate records and document actions taken
- Demonstrated ability to make arithmetic calculations
- Demonstrated ability to maintain confidentiality of information
- Ability to understand, interpret, explain, and comply with laws, regulations, and policies governing pharmacy operations

Lifting Requirements

Medium – generally lifting not more than 10 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.