

<i>Position:</i>	Pharmacy Director	<i>Reviewed by:</i>	
<i>Department:</i>	Pharmacy	<i>Supervisor</i>	June 2010
<i>Reports to:</i>	Clinical Supervisor	<i>HR Director</i>	June 2010
<i>Status:</i>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt	<i>Approved by:</i>	
Full-Time, Permanent		<i>General Manager</i>	June 2010

Indian Preference: In accordance with the Indian Preference Act of 1934, application for the position must include verification of Indian blood.

Purpose

Ketchikan Indian Community (KIC) job descriptions are a management tool to help organize duties and provide employees with the employer's expectations with regard to a specific job classification. The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is a reasonable assignment for the position. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Job Summary

Incumbent exercises full managerial responsibility and accountability for the planning, organization, and administration of the Pharmacy Department which includes directing professional, non-professional, and supportive personnel, participates in the formulation of policies, programs, and procedures related to the delivery of pharmaceutical services. Determines staffing and resources needed to make required improvements. Collaborates with department heads to negotiate and coordinate working relationships

This position must be familiar and knowledgeable of the Resource and Patient Management System (RPMS). Ensures applicable compliance with accreditation standards, quality assurance, safety, state and federal regulations.

ESSENTIAL SUPERVISORY JOB FUNCTIONS

COMPLETES OPERATION BY:

- Developing schedules, assigning and monitoring work;
- Resolving operations problems, maintaining reference manuals, and implementing new procedures;
- Promoting a motivational environment that maintains the department as a cohesive unit and as a part of the organization;
- Investigating, evaluating, and recommending nursing supplies and equipment;
- Recruiting, selecting, orientating, and training nursing department staff;

MAINTAINS STAFF BY:

- Recruiting, selecting, orientating, and training employees;
- Assuring credentialing/privileging compliance requirements;
- Maintaining a safe working environment;
- Developing personal growth opportunities.

ACCOMPLISHES STAFF JOB RESULTS BY:

- Communicating job expectations; coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results; conducting training, implementing and enforcing systems, policies, and procedures.
- Informing employees of all matters affecting their employment.
- Providing tools and equipment necessary for staff to perform their duties.

ESSENTIAL JOB FUNCTIONS**DISPENSES MEDICATION BY**

- Using written, verbal or standing order of members of the medical staff;
- Reviewing medical record to monitor drug therapy for interactions, adverse effects and efficacy;
- Computing dosage, weighs, and measuring drugs;
- Mixing and compounding drugs when necessary to meet dosage needs not available commercially or in a timely manner;
- Providing information on the proper usage, handling and storage of medication;
- Answering patient questions and requests;
- Educating children and adults and/or their family members at their individual level of understanding;

MAINTAINS DOCUMENTATION OF PATIENT CARE SERVICES BY

- Recording dispensed medication on PCC and RPMS;
- Auditing patient and department records.

MAINTAINS A COOPERATIVE RELATIONSHIP AMONG HEALTH CARE TEAMS BY

- Communicating information;
- Responding to requests;
- Building rapport;
- Participating in team problem-solving methods.

ESSENTIAL ADMINISTRATIVE DUTIES:**ASSURES QUALITY OF CARE BY**

- Developing and interpreting clinic and pharmacy department philosophies and standards of care;
- Making or recommending adjustments.

ENSURES OPERATION OF MEDICAL AND ADMINISTRATIVE EQUIPMENT BY

- Following manufacturer's instructions;
- Troubleshooting malfunctions;
- Calling for repairs;
- Following up preventive maintenance requests;
- Maintaining equipment inventories;
- Evaluating new equipment and techniques;

PROTECTS PATIENTS AND EMPLOYEES BY

- Enforcing medication administration, storage procedures, and controlled substance regulations;
- Calling for assistance from other health care professionals.

MAINTAINS PHARMACUTICAL SUPPLY INVENTORY BY

- Studying usage reports;
- Identifying trends;
- Anticipating needed supplies;
- Approving requisitions and cost allocations.

ACHIEVES FINANCIAL OBJECTIVES BY

- Anticipating requirements;
- Submitting information for budget preparation in cooperation with supervisor;
- Developing annual Pharmacy budget;
- Monitoring costs and analyzing expense variances;
- Initiating corrective action;
- Monitoring program staffing levels;

MAINTAINS SAFE WORKING ENVIRONMENT BY:

- Reporting any unsafe conditions to appropriate supervisor upon discovery.
- Complying with federal and state laws and regulations regarding the protection of the health of employees and provide for appropriate occupational health services for those employees

PREPARES MONTHLY PHARMACY OPERATION REPORTS BY

- Collecting, analyzing, and summarizing information and trends;
- Monthly budget review

MAINTAINS QUALITY IMPROVEMENT PROCESS BY

- Understands the Tribe's and employees needs by demonstrating courtesy, diplomacy and tact during interactions with internal and external parties;
- Prepares and monitors indicators for quality and continuous improvement;
- Demonstrates continuous initiatives for improvement of pharmacy services;
- Takes a systems approach to problem solving and process improvement, which involves staff.

CONTRIBUTES TO TEAM EFFORT BY:

- Participating in the appropriate patient care services committees and other workgroups;
- Initiating and directing training programs and in-services for new employees;
- Writing and updating Pharmacy Guidelines policies and procedures;
- Performing other related duties as directed by supervisor.

MAINTAINS PROFESSIONAL AND TECHNICAL KNOWLEDGE BY

- Attending educational workshops;
- Reviewing professional publications;
- Establishing personal networks;
- Benchmarking state-of-the-art practices.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge to gather, organize, and analyze information for pharmacy operations and personnel;
- Knowledge of the organization, function and operations of the activity services and higher management directives;
- Knowledge and ability to carry out rules of Health Insurance Portability and Accountability Act (HIPAA), which protects patient rights;
- Knowledge of word processing, spreadsheet, and RPMS computer application skills;
- Knowledge of office equipment and limited maintenance;
- Skill in writing as would be required for reports, plans, grants proposals, program justifications, etc.
- Ability to gather, assemble, and analyze facts, draw conclusions and devise solutions to management problems;
- Ability to communicate professionally over the telephone and in person in a positive and clear manner;
- Ability to manage simultaneously multiple tasks, including telephone, computer operations and in-person visits;
- Ability to be flexible in order to perform at the highest level as a team player;
- Ability to utilize maximum degree of professionalism and diplomacy with those who may be experiencing a high degree of stress both mentally and/or physically;
- Ability to work independently with minimal supervision and able to prioritize assignments;

Physical Activities Include

Must be able to hear. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to use hands to finger, handle, or operate objects tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch; and taste or smell. Each of the listed activities also requires sitting and routinely long periods of bending, standing and walking.

Writing by hand and using a personal computer. Long hours in front of computer screen. Frequently required to work extended hours. Attending evening and lunch time meetings as requested by supervisor. Traveling occasionally, using air and/or water transportation, to out-of-town meetings and functions.

Working Environment

The employee may be exposed to communicable diseases. Safety precautions for employees such as blood drawing for screening of various diseases such as hepatitis, required immunizations, etc. are necessary. The employee is occasionally subject to verbal abuse, threats, and physical violence from angry, hostile, or disgruntled patients and/or family members.

License(s)

Registered Pharmacist in the State of Alaska or eligible to practice in the United States as a commissioned officer of the U. S. Public Health Service required.

Possess current valid State of Alaska driver's license with a record acceptable to KIC's Insurance carrier.

Education

Graduate of an accredited school or college of pharmacy in the United States or territories.

Experience

Two-three years supervisory experience in a Pharmacy Department of an ambulatory health care facility required. Prefer experience with regulatory and accreditation of ambulatory clinic operations.

Any combination of related education and/or related experience will be considered if the candidate posses the demonstrated ability.

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Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Signature

Date

Supervisor Signature

Date