

PHARMACY DIRECTOR**Nature of Work**

Under administrative direction, performs complex administrative and managerial work in planning, organizing and managing an institutional pharmacy unit or a statewide pharmaceutical services program in a state agency. Responsibility is held for developing and implementing policies and procedures relating to pharmacy programs and operations or for the effective operation of statewide pharmaceutical services. Responsible for continuous evaluation of services and programs to ensure quality control in accordance with state and federal laws and regulations governing pharmacy operations. Responsible for the recruitment and training of pharmacy personnel and for serving as a member of the facility management team. Performs related work as required.

Examples of Work

- Directs a comprehensive hospital pharmacy program; develops policies and procedures for the effective operation of the pharmacy unit.
- Assures the proper storage, dispensing and administration of medications.
- Plans, organizes and directs the work of subordinate professional and technical staff in the operation of the pharmacy unit.
- Oversees the administrative functions of the pharmacy unit to include purchasing, budgeting, staffing and training.
- Establishes policy and procedures manuals; reviews, edits and maintains medication protocols for use of pharmacy staff and non-physician healthcare personnel.
- Consults with healthcare professionals in developing unit objectives and pharmacy service requirements. Develops and evaluates quality standards for the pharmacy unit.
- Prepares required reports on the operation of the pharmacy unit.
- In a statewide pharmacy program coordinates and oversees the program operation on a statewide basis.
- Develops public information and educational programs for beneficiaries of the agency pharmaceutical services; consults with pharmaceutical representatives in the development of educational and public information programs.
- Advises management on the effective operation of statewide pharmacy programs and on new developments in the pharmaceutical industry.

PHARMACY DIRECTOR (CONT'D)

Knowledge, Skills and Abilities

Knowledge of the principle and practice of pharmaceutical healthcare including drug storage, distribution and utilization.

Knowledge of methods of pharmacy management.

Knowledge of federal and state laws, rules and regulations relating to drug storage, dispensing and administration.

Ability to plan, organize and manage a pharmacy unit or statewide pharmacy program.

Ability to develop policies and procedures conforming with state, federal and regulatory requirements.

Ability to evaluate pharmacy unit operations or pharmacy programs in conformance with state and federal laws and pharmacy regulatory requirements.

Ability to advise healthcare personnel on pharmaceutical procedures and techniques.

Ability to establish and maintain effective consultative relationships with state officials, managers, pharmaceutical representatives and the public.

Ability to communicate effectively, orally and in writing.

Minimum Qualifications

EXPERIENCE Five years of professional pharmacists experience.

NECESSARY SPECIAL REQUIREMENTS Licensure to practice pharmacy by the West Virginia Board of Pharmacy.

Established: 10/18/01

Effective: 10/18/01