POSITION TITLE: Pharmacy Director

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Responsible for the overall operation of the Pharmacy Department. The position requires extensive contact with the Administrator, medical staff, nursing service, hospital staff, and non-hospital personnel (vendors, auditors).

II. ESSENTIAL FUNCTIONS:

Oversees and assists with unit-dose preparation.

Handles and orders narcotics for the hospital.

Maintains an adequate drug supply.

Coordinates the pharmacy function with the nursing service and the medical staff. 5. Inspects nursing units once a month for outdated medication.

Serves on the Pharmacy Committee, the Therapeutic Committee and the Infection Control Committee.

Ensures that the Pharmacy Department has 24-hour coverage by a pharmacist.

III. QUALIFICATIONS AND EXPERIENCE:

Must be organized and able to develop a planning approach of program implementation. Must exhibit a high degree of professional excellence characterized by sound independent judgment, initiative, and a high standard of ethics.

Must be physically able to stand for a long period of time and lift moderate weights.

College degree from an accredited college of pharmacy.

Must have and maintain a current license from the State Board of Pharmacy. At least one (1) year of experience in a hospital setting with management and supervisory responsibility preferred.