

JOB DESCRIPTION

POSITION TITLE:

DIRECTOR OF PHARMACY

STATEMENT OF PURPOSE:

The Director of Pharmacy is responsible for the efficient operation of the hospital pharmacy. The director establishes standards of quality, productivity and performance in accordance with Presentation Medical Center policies and procedures and requirements of State and Federal regulatory agencies. Will adhere to the Mission and Values of Presentation Medical Center. The Director of Pharmacy is responsible to the President/CEO of Presentation Medical Center.

MAJOR TASKS, DUTIES AND RESPONSIBILITIES:

Coordinates and supervises department operation.

Develops and maintains pharmacy services in accordance with State and Federal regulations, accepted standards, professional practices and hospital policies.

Creates and maintains job description and completes annual performance reviews on all employees in a timely manner.

Assists administration with the annual budget and submits capital expenditures requests per policy.

Reviews and revises Policy and Procedure manual annually.

Initiates and implements Quality Improvement for the department.

Selects, orientates, supervises, instructs and dismisses departmental personnel.

Responsible for the planning, supervision, coordination and successful execution of all activities related to the pharmacy's operations.

Develops and maintains pharmacy services in accordance with State and Federal rules, regulations, accepted standards, professional practices and hospital policies.

Supervises departmental personnel including: hiring, orientation, determining workload and delegating assignments, training, monitoring, scheduling and evaluating performance, and initiative corrective and disciplinary actions.

Prepares and dispenses medicines, chemicals and pharmaceutical preparations according to written orders by authorized medical practitioners with clinical privileges.

THE ABOVE STATEMENTS REFLECT THE GENERAL DETAILS CONSIDERED NECESSARY TO DESCRIBE THE PRINCIPLE FUNCTION OF THE JOB AS IDENTIFIED, AND SHALL NOT BE CONSIDERED AS A DETAILED DESCRIPTION OF ALL WORK REQUIREMENTS THAT MAY BE INHERENT IN THE POSITION.

QUALIFICATIONS:

The Director of Pharmacy must be currently licensed by the North Dakota Board of Pharmacy to practice pharmacy in the State of North Dakota. Must have sufficient managerial skills to handle the administrative responsibilities of the department of pharmacy.