



**Job Code:** 2103

**Grade:** 24

**HCWR:** N

**Job Title**

Pharmacy Manager

**Department**

Pharmacy Outpatient Services

This position is exempt from Career Service under the CCH Personnel Rules.

**Job Summary**

Under administrative guidance, manages, coordinates, and as necessary, assists in the day-to-day operations of the pharmacy as regards to the data processing, inventory, drug distribution, prescription, regulated drug, scheduling, and manufacturing services of the area, manages union professional and union supportive personnel, performs related duties as assigned.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



### Typical Duties

- Manages and assists in performing or providing supervisory duties in day-to-day activities (problem solving, scheduling, etc.)
- Manages the operations in one or more service areas or satellites of the pharmacy
- Assists in organizing and planning the department's prospective operations, and coordinates records and documents statistics for the pharmacy in according to Federal, State and County Laws and statues
- Effectively manages and communicates with supportive and professional personnel (pharmacy liaison)
- Organizes workflow to achieve maximum efficiency
- Communicates with pharmaceutical companies and their representatives
- Maintains up to date knowledge state of art technology in drug distribution
- Follows through on Drug and Formulary Committee actions to include additions, writing of specifications and deletions and other actions as needed
- Supplies data on drug usage, review and analysis
- Interprets and prepares statistical reports
- Prepares for and supervise the annual physical inventory
- Prepares and submit the annual inventory report
- Writes or updates policies to reflect current practices
- Interviews and hires new employees
- Trains and assists in orientation of new and existing employees, assure ongoing training session attendance and conducts the pharmacist and pharmacy technician training program
- Reviews and evaluates employee performance, administer corrective and disciplinary action when required
- Assists with the development, implementation, and review of departmental quality control programs
- Assists in evaluating, preparing and presenting continuing education programs
- Participates in various hospital committees, and national professional society meetings as requested; conduct staff meetings
- Verifies proper completion of pharmacy workflow including charging/crediting of medications and completion of computer back up procedures
- Manages maintenance of printers and CRTs
- Manages maintenance of an adequate supply of drugs for all filling stations
- Manages receipt and delivery of medication orders by the transporters
- Manages and assists in entry of patient data into the computer
- Identifies and solve problems, with personnel, services or equipment relating computerized systems e.g., Pyxis, robots, EnterpriseRx, Cerner, unit-dose or Baxa machines, Automated dispensing cabinets etc.
- Reports major problems to the appropriate administrator when necessary
- Evaluates chronic and intermediate care floor stock lists, manages floor stock replacement operations, manages filing and delivery of department orders, and manages maintenance of crash carts, emergency kits and transport trays
- Manages and assists in controlled drug distribution, verifies receipt of controlled substances from wholesalers, maintains alcohol records, and completes monthly inventory of controlled substances.
- Manages the receipt and delivery of IV order, IV orders into the computer system, assists in



**Typical Duties**

the preparation and labeling of IV fluids and oncology syringes, preparation and labeling of irrigating solutions, assists in the preparation and labeling of extemporaneous sterile products, hood and fluid sterility checks, and verifies monthly filter exchange

- Manages the preparation and labeling of all bulk and extemporaneous compounding
- Manages all solid and liquid repacking operations, evaluates all labeling, maintenance of repackaging record sheets, and equipment maintenance
- Performs other duties as assigned

**Minimum Qualifications**

- Bachelor of Science of Pharmacy or Doctor of Pharmacy Degree (Pharm.D.) from a college of pharmacy accredited by American College of College Pharmacy (ACCP)
- Must hold a current license as a pharmacist in the State of Illinois; license in good standing
- Ambulatory or inpatient hospital pharmacy experience within the last five years; with business and financial responsibilities
- Two (2) years of pharmacy supervisory or managerial experience
- Proficient in operating personal computer and associated applications used to develop presentation, proposals and etc. (Microsoft Office)

**Preferred Qualifications**

- Bilingual
- Participant in National, State and Local Pharmaceutical Association
- Experience in a union environment

**Knowledge, Skills, Abilities and Other Characteristics**

- Must possess knowledge of supervisory styles or philosophies of management and the application thereof.
- Considerable knowledge of modern pharmaceutical principles and practices
- Thorough knowledge and understanding of the Health Insurance Portability and Accountability Act (HIPPA) to ensure the protection of the confidentiality and security of healthcare information for all patients
- Working knowledge of Microsoft Office
- Demonstrated analytical and organizational, problem-solving, critical thinking, and conflict management/resolution skills
- Excellent interpersonal communication skills necessary to provide pharmaceutical services to a patient population composed of diverse cultures and age groups
- Good written and verbal communication skills
- Ability to plan, assign, review and evaluate the work of pharmaceutical staff
- Ability to train by presenting concepts and demonstrating tasks
- Ability to prioritize, plan, and organize projects and tasks
- Ability to adhere to department policies and standards utilizing best practices
- Demonstrated attention to detail, accuracy and precision
- Demonstrated ability to make appropriate and timely decisions
- Ability to maintain a professional demeanor and composure when challenged



**Knowledge, Skills, Abilities and Other Characteristics**

- Ability to work effectively with others and manage to result
- Ability to ascribe to the basic tenets of professionalism

**Physical and Environmental Demands**

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

**The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.**

**For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.**