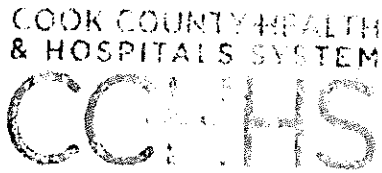


Human Resources
749 S. Winchester
Room: G-50
Chicago, IL 60612



Job Code: 4718
Grade: R04

Standard Job Description

Job Title
Pharmacy Supervisor

Department

Job Summary

Under administrative guidance, manages, coordinates, and as necessary, assists in the day-to-day operations of the pharmacy in 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.

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

Typical Duties

- Manages and assists in performing or providing supervisory duties in day-to-day activities (problem solving, scheduling, etc.).
- Manages the operation 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 accordance with Federal, State and County Laws and statutes.
- Effectively manages and communicates with supportive and professional personnel (pharmacy liaison).
- Organize workflow to achieve maximum efficiency.
- Communicate with pharmaceutical companies and their representatives.
- Maintain up to date knowledge state of art technology in drug distribution.
- Follow through on Drug and Formulary Committee actions to include additions, writing of specifications and deletions, and other actions as needed.
- Supply data on drug usage, review and an analysis.
- Interpret and prepare statistical reports.
- Prepare for and supervise the annual physical inventory
- Prepare and submit the annual inventory reports.
- Write and update policies to reflect current practices.
- Interview and hire new employees.
- Train and assist in orientation of new and existing employees, assure ongoing training session attendance and conducts the pharmacist and pharmacy technician training program.
- Review and evaluate employee performance, administer corrective and disciplinary action when requires.
- Assist with the development, implementation, and review of departmental quality control programs.
- Assist in evaluating, preparing and presenting continuing education programs.
- Participate in various hospital committees, and national professional society meetings as requested; conduct staff meetings.
- Verify proper completion of pharmacy workflow including charging/crediting of medications and completion of computer back up procedures.

- Manage maintenance of printers and CRT's.
- Manage maintenance of an adequate supply of drugs for all filling stations.
- Manage receipt and delivery of medication orders by the transporters.
- Manages and assist in entry of patient data into the computer.
- Identify 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.
- Report major problems to the appropriate administrators when necessary.
- Evaluate 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.
- Manage and assist in controlled drug distribution, verifies receipt of controlled substances from wholesalers, maintains alcohol records, and completes monthly inventory of controlled substances.
- Manage receipt and delivery of IV order, IV orders into the computer system, assist in the solutions, assists in the preparation and labeling of extemporaneous compounding.
- Manage all solid and liquid repacking operations, evaluates all labeling, maintenance of repackaging record sheets, and equipment maintenance.
- Perform other duties as assigned.

The duties listed are not set forth for purposes of limiting assignment of work. They are not to be constructed as a complete list of the many duties normally to be performed under the job title or those to be performed temporarily outside an employee's normal line of work

Reporting Relationships

Reports to the Pharmacy Administrators

Minimum Qualifications

- Bachelor of Science in Pharmacy or PharmD from a college of pharmacy accredited by American College of Clinical Pharmacy (AACCP)
- Current license as a pharmacist in the State of Illinois; license in good standing
- Three (3) years of inpatient hospital pharmacy experience in institutional pharmacy
- One (1) year of supervisory or manager experience in institutional pharmacy
- Proficient in operating personal computer and associated applications use to develop presentations, proposals, etc. (Microsoft Office Suite)

Preferred Qualifications

- Bilingual
- Participant in National, State and Local Pharmaceutical Association
- Experience in union environment
- Experience with computerized pharmacy and physician order entry systems
- Experience with and knowledge of pharmacy automation, informatics and IT

Knowledge, Skills, Abilities and Other Characteristics

- Ability to manage to measurable results
- Ability to plan, direct and review the work of others
- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills and the ability to attend to details, and meet firm deadlines
- Disciplined and able to maintain confidentiality
- Detailed oriented and the ability to set priorities and objectives
- Keen attention to detail

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.

Approval: Mary Ann Wrobel, Director of Pharmacy 6-30-15
[Legibly Print Name & Title of Person Approving the JD] Date

Approval: Mary Ann Wrobel 6-30-15
[Signature of Person Approving the JD] Date

Approval: _____
Gladys Lopez Date
Chief of Human Resources