



Job Code: 4718
Grade: RX4
HCWR: N

Job Title
Pharmacy Supervisor IV (Inpatient or Outpatient)

Department
Pharmacy

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

Job Summary

Under administrative guidance, manages, coordinates, assists in the day-to-day operations of the pharmacy regarding quality assurance, order/prescription processing, inventory, pharmaceutical distribution, pharmaceutical procurement, scheduling, and sterile and non-sterile pharmaceutical compounding services. Follows state and federal pharmaceutical regulations. Manages union clinical personnel and supportive personnel.

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 performs supervisory duties in day-to-day activities (e.g. problem solving).
- Manages the operation in all 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.
- 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 of state of the art technology in drug distribution.
- Follows through on Pharmacy and Therapeutics 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 supervises the annual physical inventory. Prepares and submits the annual inventory reports.
- Writes and updates policies and procedures to reflect current practices.
- Interviews and hires new employees.
- Trains and completes orientation of new and existing employees, ensures ongoing training session attendance and conducts the pharmacist and pharmacy technician training program.
- Reviews and evaluates employee performance, administers corrective and disciplinary action when required.
- Participates in the development, implementation, and review of departmental quality control programs.
- Participates in evaluating, preparing and presenting continuing education programs.
- Participates in various committees, and national professional society meetings, as requested.
- Conducts staff meetings.
- Verifies proper completion of pharmacy workflow including charging/crediting of medications and completion of computer back up procedures.
- Manages and maintains pharmacy technological systems (e.g., Pyxis, Parata, EnterpriseRX, Cerner, unit-dose or Baxa machines, Verify, etc).
- Reports major problems to the appropriate administrators, when necessary.
- Manage staff's preparation and labeling of non-sterile bulk and extemporaneous compounding, including solid and liquid repacking operations .
- Manages regulatory record keeping for labeling, repackaging record sheets, and equipment maintenance.
- Manages controlled substances distribution, receipt and record keeping according to state and federal regulations.
- Must hold a pharmacist in-charge license, if necessary.
- Ability to fill-in in necessary areas.
- Performs other duties as assigned.
- Inpatient Pharmacy
- Manages staff's receipt and delivery of IV orders, IV orders in the computer system, preparation and labeling of extemporaneous sterile products, hood and fluid sterility checks,



Typical Duties

- and sterile product preparation area requirements.
- Evaluates chronic and intermediate care floor stock lists, manages floor stock replacement operations, filing and delivery of department orders, and maintenance of crash carts, emergency kits and transport trays.
- Pharmacy
- Manages 340B retail split billing software

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
- The following qualifications are required based on hiring for Inpatient or Outpatient:
 - o For Inpatient Pharmacist Supervisor IV
 - " (3) years of inpatient hospital/institutional pharmacy experience and one (1) year of supervisory or manager experience in inpatient hospital/institutional pharmacy For Outpatient Pharmacist Supervisor IV
 - " Three (3) years of outpatient hospital/institutional pharmacy experience and one (1) year of supervisory or manager experience in outpatient pharmacy
- Proficient in operating personal computer and associated applications use to develop presentations, proposals, etc. (Microsoft Office Suite)
- Knowledge of pharmacy resources and references

Preferred Qualifications

- Bilingual
- Master's degree in Business Administration (MBA), Public Administration (MPA) or Public Health (MPH)
- PGY1 or PGY2 Residency
- Lean Six Sigma Certification (any level)
- Participant in National, State and Local Pharmaceutical Association
- Prior experience in union environment
- Prior experience with computerized pharmacy and physician order entry systems
- Prior experience with and knowledge of pharmacy automation, informatics and IT

Knowledge, Skills, Abilities and Other Characteristics

- Excellent verbal, written, and interpersonal communication skills
- Excellent organizational skills and the ability to attend to details, and meet firm deadlines
- Ability to manage to measurable results
- Ability to plan, direct and review the work of others
- 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.