DIRECTOR OF PHARMACY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general direction, the incumbent of this position maintains total responsibility for the direction, management, and administration of all operations of a modern pharmacy in a tertiary care medical center, with special emphasis on program development and implementation. Operations include round-the-clock in-patient and out-patient dispensaries, the preparation of intravenous and parenteral solutions, in-service education, and inventory control and security. Supervision is exercised over a substantial number of pharmacists and supportive staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops policies and procedures as they relate to matters of administration and management of the Division of Pharmacy Services;

Establishes operating guidelines for all Pharmacy services in compliance with Medical Center policies and any other rules and regulations established by regulatory agencies and boards;

Develops and implements management reporting systems for statistical and quality control documentation;

Maintains total responsibility for assuring that the Division of Pharmacy is operating in accordance with the laws and regulations set forth by the State of New York and the Joint Commission on the Accreditation of Hospitals;

Maintains total responsibility for assuring that the Division of Pharmacy is adequately serving the patients and clinical staff of the Westchester Medical Center;

Maintains lines of communication necessary to service the Taylor Care Center and the Behavioral Health Center;

Monitors the activities of all pharmacy service units to assure that they are maintaining optimum levels of productivity;

Develops and implements innovative systems and procedures designed to increase the efficiency, effectiveness and scope of services provided by the Division of Pharmacy;

Maintains responsibility for the financial management of the Division of Pharmacy;

Maintains responsibility for the decision making process in drug product selection;

Develops and implements security systems within all service and patient units;

Develops and implements training for nursing and other staff to keep them abreast of advances in pharmacology;

Assists in the review and implementation of drug related research studies performed at the Medical Center;

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the updating and maintenance of the Hospital Formulary;

Serves as chairman of various medical center committees and as a member of others;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Attends conferences, seminars, and meetings as required;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the modern principles and concepts of the science of pharmacology and its practical application in a tertiary care teaching medical center; thorough knowledge of the principles and concepts of administration and management, especially as they relate to a large health care institution; thorough knowledge of the law and regulations set forth by governmental and regulatory agencies that govern all aspects of operating a pharmacy service within a medical center; the ability to create, plan, and implement new procedures and systems to meet the changing needs of Westchester Medical Center and other institutions it services; the ability to relate well to a diversity of staff, Medical Center personnel, drug company employees, patients, etc.; ability to plan, organize and supervise the work of professional pharmacy staff; the ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; resourcefulness; physical condition commensurate with the requirements of the position.

DESIRABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration as a pharmacist issued by New York State and six years experience as a hospital pharmacist, two of which must have primarily been in the management and supervision of a hospital pharmacy.

SUBSTITUTION: Possession of a Master's Degree* in Pharmacy or Pharmacy Administration may be substituted for one year of the general experience above, or possession of a PharmD degree* may be substituted for two years of the general experience. There is no substutition for the two years of specialized experience.

SUBSTITUTION: Completion of one year of an approved residency in pharmacy may be substituted for one year of work experience (exclusive of the specialized experience).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.