

**Chief Pharmacist**  
Role: 001LA2 - Chief Pharmacist

**A Day in the Life:**

The essential functions of this role are as follows:

- Direct, coordinate and control the operation of the pharmacy department.
- Maintain departmental budget by exercising inventory control and a purchasing strategy.
- Implement the Joint Commission standards, policies and procedures related to pharmacy operation.
- Manage all automated pharmacy software.
- Provide written policies and procedures for all aspects of pharmacy operation, including storage, purchasing and distribution of medications.
- Supervise Pharmacy Staff.
- Maintain a safe and infection-free environment.
- Some essential functions of this position may be performed onsite at the agency's worksite or other assigned worksites while some essential functions of this position may be eligible for work from home authorization in accordance with policy. Remote work authorization is not automatic and is dependent upon operational needs and agency approval.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time.

This position is exempt from overtime compensation for additional work hours which may be required to complete essential functions or other assigned work. Exempt employees may work more than 75 hours in a pay period without additional compensation and must report a minimum of 75 hours per pay period of work hours and/or paid leave taken to receive their base biweekly salary.

**What You'll Need for Success:**

This person may have the following requirements to be considered for employment:

- Must possess pharmacist license issued by the State Pharmacy Board.
- Extensive knowledge of current and changing federal and state laws and the Joint Commission standards to maintain accreditation.
- Ability to write and implement new policies and procedures required by changing standards and methods of operation.
- Ability to effectively communicate with all disciplines in a hospital orally and writing including all customers that interact with the pharmacy.
- Maintain the knowledge needed via continuing education to keep up with ever changing drug regimen used in a psychiatric environment.
- Demonstrate the knowledge of current trends and developments in the pharmacy industry
- Able to perform essential functions with or without reasonable accommodation.

This person must satisfy the following requirements to continue employment:

- Must maintain continuing education requirements for pharmacist license.

**Supervisory Responsibilities/Direct Reports:**

This role may be utilized in a supervisory capacity based on agency needs.

**Difficulty of Work:**

Must maintain competence in contemporary pharmacology and psychopharmacology. Must provide error-free pharmaceutical medications to patient population. Must have the ability to establish priorities and direct staff.

**Responsibility:**

The Chief Pharmacist provides the hospital with a state-of-art medication administration system and ensures accurate dispensing of medication in conjunction with state and federal requirements.

**Personal Work Relationships:**

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.

**Physical Effort:**

Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.

This role requires the ability to lift/transport items up to 50 lbs with or without the assistance of equipment.

This role requires keen observational and hearing skills to stay alert for possible dangerous situations.

**Working Conditions:**

This role performs work in a laboratory setting according to safety procedures.

There is potential for exposure to infectious diseases in this role.

There is potential for exposure to hazardous materials on site and/or in the lab.

This role may experience periods of high stress and/or pressure.

This role requires the appropriate use of Personal Protective Equipment (PPE) when necessary.

### **Competencies**

- Developing Talent
- Managing Performance
- Supporting Organizational Goals
- Demonstrating Initiative
- Displaying Technical Expertise
- Delivering High Quality Work

### **Last Updated (By and Date)**

Rewrite Complete S. Brown 9.27.24