

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** SENIOR PHARMACIST **GRADE:** 17

**TITLE ABBREVIATION:** SR PHARMACIST **TITLE NO.:** 6648

**JURIS.CL:** C **SALARY CODE:** 08 **UNIT:**      **EEO CODE:** PR **FLSA CODE:** PR

**DEPARTMENT:** RESIDENTIAL HEALTH CARE SERVICES **DIVISION:**                     

**SUPERVISOR'S TITLE:** DEPUTY COMMISSIONER OF RESIDENTIAL HEALTH CARE

**DISTINGUISHING FEATURES OF THE CLASS:** This is responsible professional work requiring a pharmacist capable of managing all aspects of an institutional pharmacy and of performing the more complex tasks related to the compounding of medications. The work is performed under the general direction of the Deputy Commissioner. Supervision is exercised over assigned pharmacy personnel. Incumbents may be required to provide emergency coverage on a rotating twenty-four hour a day, seven day a week basis. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Develops, implements and monitors a cost effective method for the purchase of pharmaceuticals through bid process and market survey research;
2. Develops and implements effective systems for drug dispensing, distribution administration, control and accountability of all pharmaceuticals;
3. Develops guidelines for the safe use of medications;
4. Establishes and maintains standards for the selection and procurement of drugs based on chemical equivalence, bioavailability and therapeutic efficacy;
5. Interprets and provides for compliance with the statutes, rules and regulations as they relate to hospital pharmacy practice;
6. Maintains an effective, updated formulary system, and serves as a liaison between staff and pharmacy department;
7. Establishes written policies and procedures for the pharmacy department;

8. Develops and implements a regular schedule for periodic inspection of nursing stations, medication rooms and drug distribution and administration areas;
9. Coordinates pharmacy functions with other Residential Health Care Services departments;
10. Develops, implements and maintains pharmaceutical standards consistent with the criteria of the Joint Commission on Accreditation and other regulatory agencies as they relate to skilled nursing facilities;
11. Confers with administrative staff in developing policy and procedures pertaining to the management of the pharmacy;
12. Plans, develops and implements, in cooperation with the appropriate personnel, in-service education programs for staff development to maintain and improve the skills of the professional and direct patient care staffs in relation to drug therapy;
13. Develops, establishes and maintains standards for pharmaceutical service to achieve the stated goals of the facility;
14. Prepares the annual budget for the department;
15. Implements the latest developments in the field of pharmacy to provide optimum levels of patient care;
16. Prepares reports on pharmacy activities and maintains appropriate files and records;
17. May participate and serve on various interdisciplinary committees, e.g. pharmacy and therapeutics committee, infection control committee, drug utilization and review committees, etc.;
18. Supervises and assists in the overall activities of a pharmacy staff.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the principles and practices of pharmacology; thorough knowledge of all laws, rules and regulations governing narcotics and other controlled substances; ability to supervise and operate a pharmacy on an independent basis; ability to keep accurate and reliable records of supplies and medications; ability to establish and maintain excellent working relationships with hospital authorities, vendors and co-workers; good professional judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Four (4) years of experience as a pharmacist, two (2) of which were in a position supervising the work of licensed and registered pharmacists.

**SPECIAL REQUIREMENTS:** Must possess and maintain license and registration as a pharmacist in New York State.

REVISED: 4/13/77  
REVISED: 4/11/90  
REVISED: 9/21/91  
REVISED: 6/12/92  
REVISED: 10/6/94 kmg  
REVISED: 10/3/96 lc  
REVISED: 8/29/97 kmg  
REVISED: 10/21/97 kmg