



JOB DESCRIPTION

TITLE: Director – Pharmacy
DEPARTMENT: Pharmacy
REPORTS TO: VP of Ancillary Services
FLSA: Exempt

SUMMARY OF JOB:

Effectively and efficiently manage the hospital pharmacy, which serves patients in the hospital, ambulatory surgery, emergency department, radiology, urgent care, physician practices and other outpatient locations. Responsible for supervising workflow and staff; also provides direct pharmacist expertise.

RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time.)

1. Responsibilities that make this department a great place to work (the People domain)
 - a. Defines roles and responsibilities of department employees, completes and updates job descriptions.
 - b. Identifies staffing needs, completes Request for Position, conducts interviews and selects new employees.
 - c. Coordinates a complete orientation for employees new to the department
 - d. Assesses competence – annual competencies of all staff completed on time
 - e. Schedules department work load and employees to work based on customer need, productivity goals and employee talents and availability.
 - f. Provides training/in-service opportunities based on identified competence needs, regulatory requirements and employee interest
 - g. Creates an environment of high employee satisfaction. Retains employees, employee turn over rate as agreed upon annually.
 - h. Conducts annual evaluations, completed by the deadline.
 - i. Communicates hospital strategic plans, to department employees
 - j. Identifies employee conduct in need of encouragement, praise or improvement; counsels employees, applies discipline, documents efforts.
2. Responsibilities that make this a high quality department (Patient Experience, Customer Satisfaction, Quality domains)
 - a. Assures clinical quality by conducting quality monitoring, performance improvement, reporting to committees on time as scheduled.
 - b. Provides medication to patients in an accurate and timely manner.

- c. Assures equipment appropriate to complete departmental tasks. Completes work orders, recommends service contracts and capital expenditures,
 - d. Creates an environment of high patient satisfaction and works to improve the Patient Experience.
 - e. Department is compliant with regulatory requirements Joint Commission, American Osteopathic Association, Federal and Colorado law, State Board of Pharmacy. Deficiencies are addressed and corrected within specified timeframes.
 - f. Conducts at least one project per year that improves clinical quality.
 - g. Participates in hospital-wide committees or efforts to improve and coordinate care (Patient Safety Committee, Infection Control, Pharmacy and Therapeutics, Performance Improvement Council and Medication Events are examples)
 - h. Works closely with the Information Technology department and the electronic systems to provide accurate and relevant clinical, statistical and financial information.
3. Responsibilities that make the department and organization financially sound (growth and financial domains)
 - a. Demonstrates fiscal responsibility by managing expenses.
 - b. Manages the medication formulary for a balance of efficacy and cost.
 - c. Maintains the system for medication charges according to the formula.
 - d. Gross operating margin favorable compared to budget.
 - e. Prepares department capital equipment plan. Completes Capital request process; prepares information for presentation to Finance Committee of the Board,
 - f. Department productivity is at goal or lower the majority of pay periods.
 - g. Department growth goals met as agreed with Sr. Leader.
 4. Collaboration with internal and external customers
 - a. Works with all departments and locations to improve the quality of patient care and internal efficiencies, at least one example per year.
 - b. Interacts with physicians and other external customers to improve outcomes, solve problems and resolve issues.
 5. Provides pharmacist expertise in direct patient care– see Staff Pharmacist job description.
 6. Other duties as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Requires current, unrestricted licensure as a Pharmacist in the State of Colorado. Prefer previous leadership experience. OR Equivalent combination of education and experience.

CERTIFICATES/LICENSES:

Current BCLS

LANGUAGE SKILLS:

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to effectively present information in one-on-one

and group situations to leaders, peers, patients, patient's family and employees of organization. Able to work in a team-oriented environment.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY:

Ability to solve problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

INTERPERSONAL SKILLS:

Demonstrates exceptional customer service skills using the "Whatever It Takes" philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

DECISION MAKING ABILITY:

Determines staffing and supply requirements for the department. Expenditures over \$1000 are approved by Vice President. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with Senior Leadership.

ANALYTICAL ABILITY:

Apply business, clinical and technical principles to routine and complex problems. Concentrates and pays close attention to detail.

COMPUTER SKILLS:

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications and health information systems.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity, use a computer keyboard; handle or feel; talk and hear. The employee is required to stand; walk; reach with hands and arms; occasionally climb or balance; and stoop, kneel and crouch. The employee must regularly lift and/or move up to 35 pounds and occasionally lift/move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:

- Completes annual compliance and privacy training.
- Responsible for complying with all federal, state and local rules and regulations.
- Must comply with the Code of Conduct Guide.
- Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.
- Reports any conflict of interest or relationship immediately.

HIPAA:

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

Final Section I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

Employee Name & Signature

Date

Supervisor Name & Signature

Date