

 Oroville Hospital	Job Description for Director of Pharmaceutical Services	Department: Pharmacy
		Dept.#: 8390 Last Updated: 7/23/08

Reports To

Chief Operating Officer

Job Summary

Under broad policy guidelines, the incumbent is responsible for the total operation of the pharmacy service. He/She must provide departmental planning. He/She will develop and implement policies and procedures to guide and support the Pharmacy Department, ensuring that department goals and objectives are consistent with the hospital's mission and reason for being. He/She may assist in the teaching of students and house staff where applicable. The Director of Pharmacy devotes a minimum of 50 percent of his/her time to the administrative activities.

Duties

1. Assumes responsibility for pharmacy service. Selects employees who meet all the educational; training; licensure, as appropriate; and experience requirements. Evaluates, on at least an annual basis, employee competence and job-related knowledge and skills
2. Assumes overall supervision of the pharmacy service staff and is responsible for all drugs and distribution in the institution
3. Assumes overall responsibility for staffing the Pharmacy during hours of operation
4. Assumes overall responsibility for maintaining the quality and competence of the Pharmacy service staff, providing orientation, in-service, and continuing education, as needed
5. Maintains a level of service which is consistent with modern concepts and advances in the delivery of institutional based pharmaceutical service
6. May plan and administer in-service training programs
7. Is responsible for coordinating all Pharmacy activities with other ancillary professional departments
8. Must exercise sound administrative and professional judgment using initiative consistent with a high level of patient care
9. Requires the ability to work efficiently under broad guidelines and must frequently exercise his/her own judgment in decision making
10. Prepares a budget for the Pharmacy Department
11. Makes recommendations regarding space and other resources required by the Pharmacy Department, including off-site sources for services not provided by the department
12. Requires a very high degree of accuracy. Error could cause harm to patients

Title:	Pharmacy: Director of Pharmacy Services	February 12, 2008	Page 2 of 2
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13. The prime responsibility is coordinating the activities of his/her department as part of the hospital
14. Safety of all patients of all ages and department personnel under his/her supervision
15. Is totally responsible for all the equipment, supplies, and staff in his/her department

Qualifications

1. Graduate of an accredited School of Pharmacy. Licensed to practice pharmacy in the state of California
2. A graduate degree in hospital pharmacy or business administration is preferred
3. A minimum of two years of hospital experience is required
4. A minimum of one year of hospital experience as a supervisor is preferred
5. Diversified job requiring alertness and ability to handle a heavy volume of work. Attention to details over an extended period of time expected

Lifting Requirements

Medium – generally lifting not more than 10 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.