
Auburn University Job Description

Job Title:	Dir, Community Pharm Svcs	Job Family:	No Family
Job Code:	AA65	Grade 39:	\$90,800 - \$151,300
FLSA status:	Exempt		

Job Summary

Serves as the Coordinator of Distributive Pharmacy Services for Pharmacy Health Services including Auburn University Student Pharmacy, Auburn University Employee Pharmacy, The State Employee Insurance Board Pharmacy within the State Wellness Center, and the Auburn University Community Residency Program.

Essential Functions

1. Serves as the Pharmacist in Charge of the Auburn University Pharmacy and completes the medication fulfillment responsibilities of a dispensing pharmacist.
2. Ensures all Federal and State of Alabama pharmacy laws, rules, and regulations are followed. Ensures that controlled substances are secured according to law, and inventory audits are routinely conducted.
3. Monitors the business operations of all Pharmacy Health Services. Develops and implements business plans and proposals, reconciles expenditures and income, invoices, third-party reimbursement ensuring all accounts are balanced and up-to-date.
4. Oversees the marketing of community pharmacy services, develops and maintains websites, conducts market comparisons, and identifies areas of needed improvement.
5. Directs the expansion of clinical pharmacy services within Pharmacy Health Services community by monitoring patient demographics, prescription statistics, and other markets of pharmacy practice in order to identify beneficial care services.
6. Provides oversight of education and training of Auburn University School of Pharmacy students, residents, and fellows who train within the pharmacy community and serves as residency coordinator for pharmacy health community residency programs.
7. Supervises all personnel who work in Pharmacy Health Services, including but not limited to coordinating all Human Resource activities; maintains pool of relief pharmacists, technicians, or drivers; develops staffing schedules for all pharmacies; ensures all employees complete requirements for licensure and employment; engages in resident selection process.
8. Directs support for pharmacoeconomic evaluations that are conducted within Pharmacy Health Services for stakeholders and complete special projects as assigned.
9. Actively engages in service for Pharmacy Health Services, School of Pharmacy, Auburn University, and organizations that promote the profession of pharmacy.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	PharmD	Doctor of Pharmacy (Pharm. D. with one (1) year of post-doctoral residency in community pharmacy or ambulatory care. Three (3) years of work as a pharmacist can be substituted for the post-doctoral residency requirement.
Experience (yrs.)	5	Experience in community pharmacy practice, 2 years of senior management experience in a healthcare setting, and formal training or work experience in pharmoeconomics or outcomes research or managed care.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of federal and Alabama State laws governing the practice of pharmacy in the state of Alabama. Knowledge of the laws of the Alabama State Board of Health and the Centers for Medicare and Medicaid Services Laboratory Improvement Amendments Waiver Laws. Knowledge of Human Resources regulations such as FLSA, AAEO, HIPPA, FERPA, and PCI DSS. Knowledge of health care regulations such as Affordable Care Act. Knowledge of medical billing policies and procedures.

Certification or Licensure Requirements

Active Alabama State Board of Pharmacy Licensure for pharmacist license, controlled substance license, and preceptor certification.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 3/8/2017
