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## Auburn University Job Description

Job Title: **Dir, Community Pharm Svcs** Grade HW16 \$102,800 - \$195,300  
Job Code: **AA65**  
FLSA status: Exempt Job  
Family: Health and Wellness  
Job Function:

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### Job Summary

The Director of Community Pharmacy Services provides supervisory functions over the personnel operating the pharmacies for Auburn University (AU) which includes AU Employee Pharmacy, SEIB Pharmacy, AU Student Pharmacy, and AU Boykin Clinic. Ensures the completion of medication fulfillment responsibilities, serving as a preceptor for pharmacy students/residents and advocating for the pharmacy's needs with unit and college leadership at the College of Pharmacy.

### Essential Functions

1. Manages and supervises personnel working in all three CHS dispensing pharmacies (including delivery drivers, technicians, residents, and pharmacists); coordinates all human resource activities; handles advertising, recruiting, hiring, training, and evaluation of student technicians, interns, delivery drivers, and TES pharmacists; maintains consistent pool of relief pharmacists, technicians, and delivery drivers; develops staffing schedules for all pharmacies; ensures all employees complete requirements for licensure and employment; engages in annual resident selection process; supervises and oversees orientation for new employees.
2. Serves as the Pharmacist-in-Charge of the Auburn University Employee Pharmacy and completes the medication fulfillment responsibilities of a dispensing pharmacist; 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; maintains appropriate licensure and certifications to practice as a pharmacist.
3. Monitors the business operations of all CHS dispensing pharmacies; identifies areas of needed improvement; maintains efficient and effective pharmacy processes, including software programs and pharmacy technology.
4. Completes required annual recertification forms and contracts, as well as licensing renewals for all CHS dispensing pharmacies and maintains up to date NCPDP profiles.
5. Oversees the marketing of community pharmacy services within CHS; develops and implements marketing plans for CHS dispensing pharmacies; maintains pharmacy websites and oversees pharmacy social media accounts.
6. Provides oversight of education, training and supervision of Auburn University Harrison College of Pharmacy students and residents who train within the community pharmacy setting. Serves as a member of the Residency Advisory Committee.
7. Collaborates with CHS Executive Committee to establish policies and procedures for all CHS pharmacies and clinics.

### 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>
<b>Education</b>	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.
<b>Experience (yrs.)</b>	5	Experience as a dispensing pharmacist in a community pharmacy setting; experience in management and supervision of pharmacies and associated personnel.

#### 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.

#### Pre-Employment Screening Requirements

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### 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: 8/18/2023

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