
Auburn University Job Description

Job Title: **Dir, Pharmacy**

Job Family: No Family

Job Code: **EA99**

Grade 39: \$90,800 - \$151,300

FLSA status: Exempt

Job Summary

Directs, manages and oversees policy administration for the pharmacy and ensures that prescriptions for clients are filled and labeled correctly.

Essential Functions

1. Reviews, corrects and fills prescriptions, oversees prescriptions prepared by pharmacists, technicians and students.
2. Develops and maintains policies, procedures, and processes that promote safe, efficient, and cost-effective medication use and that comply with established standards, as well as, federal and state regulatory agencies.
3. Communicates operational strategies and requirements of the Pharmacy(ies) to faculty, staff, and students through hospital committees.
4. Directs all inventories to ensure that they are accurately and correctly conducted; works with others to ensure that the inventory process is adequately staffed and efficiently carried out.
5. Answers questions, counsels, and advises customers on drug interactions, side effects, dosage, and storage of pharmaceuticals.
6. Serves as instructor for pharmacy student rotations.
7. May provide clinical services to the community during Auburn University sponsored events.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Terminal	Degree in Pharmacy
Experience (yrs.)	5	Experience in the development, implementation, and/or administration of pharmaceutical clinical care policies and procedure

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 State guidelines and laws related to the management, storage, and dispensing of prescription medications.

Certification or Licensure Requirements

Must be licensed as a pharmacist or eligible for licensure in the state of Alabama. Some positions may require additional content specific certification and licensing.

Physical Requirements/ADA

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, .

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

Date: 9/20/2012
