**Class Summary**

The responsibilities of this classification include supervising the work of assigned staff and the development and coordination of pharmaceutical services for the Department of Public Health at assigned site(s), ensuring services and programs are in alignment with the department’s strategic plan.

**Distinguishing Characteristics**

This is the second level within a two-level classification series. Incumbent duties may include quality assurance activities, policy and procedure development, assistance with contracts and budgeting, and other activities which impacts more than one site. This classification is distinguished from the Pharmacist in that the incumbent is responsible for supervising and coordinating pharmaceutical services for PHSKC site(s), while the Pharmacist is responsible for dispensing individual prescriptions at an assigned site.

**Examples of Duties**

1. Maintain inventory control at assigned site(s). Sites may include jail, outpatient pharmacies, dispensaries, warehouse, emergency stockpile locations, and any other site where inventory is maintained.
2. Oversee purchasing, receiving, stocking and return/recall of all drugs and pharmacy supplies at assigned sites.
3. Maintain and monitor records for credits, returns and outdated drugs from facilities and return outdated merchandise and recalled drugs to manufacturers.
4. Assure that clinical information and price changes are current in the pharmacy dispensing system of record.
5. Re-package and label prescribed medications for health clinics under appropriate site licensure.
6. Fill orders for drugs and vaccines requested by Seattle/King County clinics and other facilities.
7. Lead quality improvement (QI) activities for pharmaceutical operations at individual site(s) as well as across sites.
8. Develop and implement policies and procedures for pharmaceutical services at individual sites as well as across sites and other facilities.
9. Participate in development of pharmaceutical services budget.
10. Serve in leadership role on Pharmacy and Therapeutics (P&T) committee. Participate in decision-making affecting formulary at individual sites and across sites.
11. Supervise assigned staff by performing the full scope of supervisory responsibilities such as hiring, orienting/training, coaching, performance evaluations and disciplinary actions. Serve as a preceptor and/or mentor to pharmacological/medical students. May require development and maintenance of orientation/training materials.
12. Serve as subject matter expert in PHSKC for issues related to pharmaceutical operations (may include assistance with contract development /negotiations, reviewing proposed legislation, 340B program, answering questions from others in the public health department or in King County).
13. Participate in ‘on call’ duties for clinical pharmacist consultation.
14. Dispense prescriptions and maintain paper and automated records of prescriptions by individual recipient.
15. Monitor drug therapy by evaluating patient medical history, clinically significant drug interactions, adverse reactions, therapeutic duplications, drug dosage and compliance with prescription order.
16. Provide drug education to patients and health care providers.
17. Precept pharmacy students.
18. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of Washington State laws and regulations regarding the practice of pharmacy

Knowledge of disease states, therapeutic use of drugs, clinically significant drug interactions, adverse drug reactions and their interrelatedness

Knowledge of inventory control procedures and practices

Knowledge of supervisory techniques and principles

Knowledge of medication storage and shipping requirements for product stability

Knowledge of legal requirements for pharmacy wholesalers relating to re-packaging and returns for credit of medications

Skill in mathematics calculation for determining weight and strength of solutions for compounding

Skill in organization

Skill in oral and written communication

Skill in analysis and problem-solving

Skill in making presentations

Skill in data entry and basic computer usage

Strong interpersonal skills and demonstrated ability to work well in independently and as part of a team

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Doctor of Pharmacy (PharmD) degree required OR any combination of education, licensure, and/or experience that clearly demonstrates the ability to perform the job duties of the position

Minimum three years as a pharmacist in a hospital or health care facility, e.g., managed care or medical clinics or pharmacy distribution system required, including one year supervising pharmacists and related personnel preferred

**Licensing, Certification and Other Requirements**

Washington State Board of Pharmacy Pharmacist license

Washington State Pharmacist Preceptor certification

Additional licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

C.P.R. (Cardio Pulmonary Resuscitation), A.E.D. (Automated External Defibrillator) and First Aid Training/certification

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| **FLSA Designation** | **Exempt (Professional)** |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | Pharmacist and Pharmacist Supervisor |
| **Class History** | Created 11/1996  Updated 12/2003  Updated 04/2008 - Changed font and format  Updated 01/2015 - Updated format and content |