

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PHARMACY MANAGER

POSITION CODE: 32025
Effective: 10-1-2013

DISTINGUISHING FEATURES OF WORK:

Under general direction serves as the manager of pharmacy services for a Department of Human Services (DHS) operated mental health and developmental disabilities facility, a pharmacy distribution hub, the Unit Dose Central Drug Procurement, Repackaging and Distribution Center or as a manager of clinical pharmacy support for a specified region of the state; serves as the pharmacist-in-charge responsible for all pharmacy operations. Provides the full range of professional pharmacist services at a facility; serves as a working supervisor and directs and coordinates the activities of a professional staff in the preparation and compounding of prescriptions, and the manufacturing, dispensing, repackaging of pharmaceutical preparations and supplies; develops, implements and maintains policies and procedures for pharmacy facility operations, drug and medical supplies storage, safety, and administration; provides training, orientation, and in-service education for staff; coordinates training curriculum among facilities; participates with treatment teams in the development of recipient treatment and habilitation plans; serves on interdisciplinary committees and attends meetings to evaluate recipient care issues.

A position which functions as the manager of clinical pharmacy support does not provide daily direct supervision of any facility pharmacy services, but instead oversees clinical support for multiple facilities in an assigned region; this position plans and coordinates the program structure for pharmacy clinical scheduling and staffing at all DHS operated mental health and developmental disabilities facilities within a defined region; works as liaison with Pharmacy Schools to establish and maintain a program of clinical rotations for students at regional facilities; establishes policies and protocols governing student evaluation and serves as chief evaluator; in the case of an absence of a pharmacist-in-charge at a facility within the region, the manager of clinical pharmacy functions may be required to step in and perform direct pharmacy service supervision duties.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Functions as the manager of a facility pharmacy, a pharmacy distribution hub (i.e., serving multiple facilities where at least one of the facilities is located off-site), or the unit dose central drug procurement, repackaging and distribution center, directing the overall pharmacy program services of the facility, including compounding of prescriptions, manufacturing and dispensing of pharmaceutical preparations and supplies for recipients; reviews, documents and recommends necessary budget to facility management to meet program needs; reviews established procedures and enforces compliance with agency goals and guidelines and federal and state statutes governing the procurement, repackaging, distribution, preparation and administration of medication and medical supplies; may provide supervision of the activities of a hospital central supply or other related services; serves as the pharmacist-in-charge which is the licensed pharmacist whose name appears on a pharmacy license and who is responsible for all aspects of the operation related to the practice of pharmacy.

PHARMACY MANAGER (continued)

2. Serves as the manager of the clinical pharmacy functions of multiple facilities for one of two state regions, organizationally defined as the Northern and Southern regions. Plans and coordinates staff clinical schedules, shifts, or rotations for pharmacy clinical operations at mental health and developmental disabilities facilities within the region; develops and evaluates clinical policies designed to obtain or maintain necessary accreditations; monitors monthly clinical management reports to enhance clinical outcomes in the region and to identify and resolve problems related to recipient medications; establishes working relationships with pharmacy schools and establishes the program structure, policies and protocols governing clinical rotations for pharmacy students at regional facilities and evaluates pharmacy student progress; may be required to travel as necessary to meet the needs of the agency.
3. Serves as working supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; prepares and signs performance evaluations.
4. Compounds prescriptions, manufactures and dispenses pharmaceutical preparations and supplies for recipients; provides program monitoring for medication storage and recipient medication profiles, advising health professionals on proper selection and possible side effects of drugs; engages in or supervises the preparation of individual or "unit" doses of patient medications from larger supplies, then labels and redistributes the packets to the appropriate destination facility to enhance security controls and reduce the possibility of errors in the administration of medicines.
5. Provides the program structure for emergency pharmacy services including pharmacist available or on call for consultation, regular maintenance of kits of antidotes and emergency drugs which are accessible to nursing units.
6. Develops and maintains extensive ongoing communications and regular working relationships with other health disciplines, assuring the active involvement of the pharmacy program in contributing to improved recipient care through the full utilization of the professional pharmacists' skills and knowledge.
7. Participates in the development of a facility formulary; directs or participates with other care staff in the development of recipient treatment/habilitation plans; reviews drug efficacy, efficiency, interactions (i.e., therapeutic benefits and adverse effects); reviews individual recipient drug regimens or therapy regimens; counsels recipients and recipient families in the proper use and administration of medications and supplies, providing drug and therapy information and practical physical demonstrations or assistance.
8. Plans and conducts staff development training, orientation and in-service continuing education designed to provide drug and therapy training for care support staff; develops and implements policies, procedures and materials for routine and non-routine training.

PHARMACY MANAGER (continued)

9. Develops and maintains written policies and procedures in association with appropriate professional staff governing the safe administration, monitoring and handling of medication within a facility, e.g. automatic stop orders on all drugs, drug recall procedure, record of medication errors and drug reactions, and reporting procedure for same, security measures, approved formulary system, proper labeling, rotation, stocking, inspecting, etc.
10. Regularly participates in various facility committee and inter-disciplinary group planning activities by offering advice and recommendations through the pharmacy program; serves as a member of a Pharmacy and Therapeutics Committee; may participate in drug research, drug utilization review, infection and communicable disease committee, safety committee, recipient care incident review, and others as appointed.
11. Provides for a current library of pharmaceutical reference materials to provide adequate information concerning medication agents, therapies and supplies; keeps abreast of advances in pharmacy and pharmacology science and techniques; incorporates new or revises information as necessary.
12. Provides peer consultation to pharmacy personnel in other facility programs.
13. Performs other duties as required or assigned which are within the scope of those listed above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires sufficient combination of classroom instruction and supervised clinical practicum to graduate from a first professional degree program in pharmacy at a college or university accredited by the Accreditation Council for Pharmacy Education (ACPE).

Requires current license as a registered pharmacist in the State of Illinois.

Requires two years of supervisory experience as a registered practicing pharmacist of a pharmacy operation or a closely related practice.

Knowledges, Skills and Abilities

Requires thorough knowledge of the principles and practices of operating a pharmacy.

Requires extensive knowledge of recipient medication reactions, benefits and side effects associated with specific drug therapies.

Requires thorough knowledge of agency programs and service objectives, activities and operational systems.

Requires extensive knowledge of agency policies and procedures.

Requires ability to direct and supervise the preparation of pharmaceutical compounds and complex prescriptions.

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Requires ability to understand the special clinical care needs of adults and adolescents who reside in a mental health or developmental disabilities facility.

PHARMACY MANAGER (continued)

Requires the ability to establish and maintain effective working relationships, communicating effectively with clinicians regarding current drug therapeutics, and counseling recipient and their families on the importance of, and proper use of medications.

Requires ability to develop, install, and evaluate new and revised methods, procedures and performance standards including the accurate documentation and/or recordkeeping for a state-sponsored pharmacy.

Requires ability to analyze and properly interpret recipient medication profiles and charts and identify and recommend modifications when necessary.

Requires ability to exercise judgment and discretion in developing, implementing, and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies, and services.

Requires ability to communicate effectively, both orally and in writing.

Requires ability to provide leadership and guidance and lend expertise to clinical care staff.

Requires ability to bend and lift boxes weighing up to twenty-five pounds and ability to transport large carts for storage.

May require possession of a valid Illinois driver's license and the ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.