

JOB VACANCY ANNOUNCEMENT

Opening Date:	June 26, 2019	Closing Date:	Until Filled
Position:	<u>Deputy Director of Pharmacy</u>	Reports to:	Director of Pharmacy
Salary/Wage:	Grade 31; \$81.04 - \$89.48/HR DOE	Department:	Pharmacy
Hours:	Monday – Friday; 8:00am – 5:00pm; Varies based on schedule may include evenings, weekends, holidays if necessary	Location:	ASNA

Brief Summary:

The Deputy Director of Pharmacy assists the Director of Pharmacy with overseeing all medication procurement, storage, and preparation in the health system or organization. The Deputy Director of Pharmacy helps to ensure that the pharmacy provides optimal services; facilitates safe medication use; meets all legal, accreditation, and certification requirements; and complies with all applicable policies, procedures, codes, and standards of the organization.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certification/Licensure

- A Bachelor's degree in Pharmacy required; an advanced degree (Pharm D. or M.S.) preferred.
- Must have a valid unrestricted license to practice pharmacy and to dispense controlled substances within the United States.
- 3-5 years Pharmacy practice experience, preferred with 1-3 years in a management position preferred.
- Basic Life Support (BLS) competency required within 90 days.
- Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) competency preferred.

Principle Duties/ Responsibilities

- Assists with the development of policies and procedures that promote safe, appropriate, and cost-effective medication use.
- Assists with the development and maintenance of a medical staff-approved formulary.
- Supervises medication storage and preparation areas throughout the facility; establishes specifications for the safe and secure storage of medications, chemicals, and biologics.
- Facilitates the implementation and maintenance of safe medication-use process throughout the organization.
- Provides for the educational needs of healthcare professionals, patients, and their families.
- Ensure maintenance of an adequate medication supply and integrity of the medication supply; establishes specifications for the procurement of medications, chemicals, and biologics.
- Ensures strict control and accountability for medications dispensed to patients or distributed to floor stock
- Ensures adequate control and documentation of controlled substances
- Assists Director of Pharmacy with ensuring applicable CE records and licensure documents are maintained in departmental and HR files
- Works with the Director in supervising pharmacy personnel; recruits, interviews, promotes, disciplines, and separates pharmacy staff
- Assists with developing job descriptions and performance standards; may be required to evaluate and counsel *staff* members on their performance under instruction of the Director of Pharmacy

- Assists with the preparation of work schedules and monitors workload statistics; ensuring staffing levels match workload and promote patient safety
- Assists Director of Pharmacy with developing pharmacy programs providing the educational needs of the pharmacy staff
- Assists the Director of Pharmacy with preparation of pharmacy budget annually
- Review with Director of Pharmacy the monthly financial statistics and plans expenditures within budget guidelines
- Assists with monitoring and justification of all expenses exceeding budgeted targets
- If necessary ensures preparation and submission of patient charges and financial reports to administration in accordance with policy
- Administers reports, documents, payroll records, statistical surveys, and other required data
- Ensures compliance with health-system policies and procedures that apply to pharmacy services as well as with all applicable federal/state/local laws, rules, and regulations.
- Develops and implements a strategic plan for the pharmacy that supports the mission and goals of the organization
- Develops and implements pharmacy services in collaboration with associated department services
- Develops, implements, and maintains a program that improves the quality of pharmacy services, improves medication-use safety, and supports the quality improvement plan of the organization
- Participates in all committees/functions required by the organization including the Pharmacy and Therapeutics Committee when applicable
- Establishes productive, collaborative relationships with staff members and within the community
- Maintains current pharmacist licensure
- When necessary attends management meetings
- Sustains professional competence and promotes development through participation in in-services, workshops, seminars, and professional organizations
- Completes all competence/skills assessment requirements
- Performs staff pharmacist duties when needed
- Document all medication errors and near misses in Quantros

Desired Knowledge, Skills & Abilities

- Knowledge of current pharmaceuticals and dosages appropriate for geriatric, adult, adolescent, pediatric, infant, and neonatal patients.
- Ability to convey age-specific information sufficient to provide adequate instructions to patients or parents and guardians of dependent patients regarding prescriptions.
- Knowledge of state and federal pharmacy laws; knowledge of Joint Commission Standards applicable to pharmacy operations.
- Demonstrated proficiency in the following areas: customer service, problem-solving, and effective communication.
- Proficient skills in the use of computers and office procedures. Familiarity with RMPS, ScriptPro, EXCEL and Microsoft Word preferred.
- Good oral and written communications skills, analytical skills and problem-solving skills.
- Good interpersonal skills and the ability to work effectively in a cross-cultural environment.
- Ability to work with physicians and other professional staff in a collaborative manner.
- Ensure patient confidentiality at all times.

Supervisory Responsibilities

- Responsible for the day-to-day supervision of pharmacists and support staff.

**Contact: Human Resources Department, Arctic Slope Native Association
PO Box 1232 | Barrow, AK 99723 | 907.852.9204 | FAX 907.852.6217**

Applications may be submitted to:

applications@arcticslope.org

This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job. Arctic Slope Native Association exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.