## Job Family Matrix

<table>
<thead>
<tr>
<th>Job Function: Health Care</th>
<th>Job Family: Pharmaceutical - Professional</th>
</tr>
</thead>
</table>

**Job Family Summary:** Perform or manage activities related to safe and effective administration and proper use of medically prescribed drugs and medicines.

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**Job Title:** HLT Pharmacist IV  
**Job Code:** W0958P  
**Grade Level:** 58  
**Exemption:** Exempt  
**Effective/Revision Date:** December 2019

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**Job Summary**

Review and interpret physician orders, detecting any therapeutic incompatibilities, and accurately prepare and dispense pharmaceuticals by compounding, packaging, and labeling them.

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**Typical Core Duties**

- Dispense and review prescriptions to ensure accuracy and compliance with professional, state, and federal regulatory requirements
- Act as subject matter expert; provide pharmaceutical and drug information to medical staff and educate patients on medication use, storage and side effects
- Solicit information from patients regarding past and current medication to prevent drug interactions
- Analyze prescribing trends to monitor patient compliance and to prevent excessive usage or harmful interactions
- Work with clinics and nursing staff for the purpose of drug surveillance, drug information and general liaison duty
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
**Job Family Matrix**

<table>
<thead>
<tr>
<th>Basic Qualifications</th>
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<tbody>
<tr>
<td>• Bachelor's degree in Pharmacy required</td>
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<tr>
<th>Additional Qualifications and Skills</th>
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<td>• Doctor of Pharmacy degree preferred</td>
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<td>• Knowledge of Microsoft Office Suite</td>
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<tr>
<th>Certificates and Licenses</th>
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<th>Physical Requirements</th>
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<td>• Use of near vision for pill handling and reading for extended periods of time</td>
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<td>• Ability to stand for extended periods</td>
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<td>• Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</td>
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<td>• May be required to work nights and weekends</td>
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Job Family Matrix

Job Function: Health Care

Job Family: Pharmaceutical - Management

Job Family Summary: Perform or manage activities related to safe and effective administration and proper use of medically prescribed drugs and medicines.

Job Title: HLT Pharmaceutical Mgt VI

Job Code: W0960M

Grade Level: 60  Exemption: Exempt

Effective/Revision Date: December 2019

Job Summary

Responsible for the overall management of the pharmacy, including long-range planning and day-to-day operations. Provide direction and establish operational standards for the pharmacy staff. Promote safe and effective use of medications and ensure the pharmacy meets all legal and accreditation/certification requirements.

Typical Core Duties

- Responsible for effective staff management, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Direct the pharmacy in accordance with all federal and state laws relating to storage, compounding and distribution of drugs
- Act as subject matter expert; provide pharmaceutical and drug information to medical staff and educate patients on medication use, storage and side effects
- Develop policies and procedures that promote effective, appropriate and safe use of drugs
- Maintain control and accountability of drugs dispensed to patients and all drug purchases
- Develop, manage and oversee yearly operating budget
- Ensure compliance with University policies and procedures and applicable legal rules and regulations
### Basic Qualifications
- Bachelor's degree in Pharmacy required
- Minimum of 10 years’ relevant work experience
- Supervisory experience

### Additional Qualifications and Skills
- Doctor of Pharmacy degree preferred
- Knowledge of Microsoft Office Suite

### Certificates and Licenses
- Licensed by the Massachusetts Board of Pharmacy

### Physical Requirements
- Use of near vision for pill handling and reading for extended periods of time
- Ability to stand for extended periods
- Lifting (approximately 20 to 30 pounds), bending, and other physical exertion

### Working Conditions
- May be required to work nights and weekends