Health Care Job Function

HLT Pharmaceutical Mgt VI
Grade: 60
Job Code: W0960M
Job Family: Pharmaceutical
Job Family Matrix: Pharmaceutical Matrix

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