

## 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