

Job Family Matrix

Job Function: Health Care	Job Family: Pharmaceutical - Professional
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 Pharmacist IV	
Job Code: W0958P	
Grade Level: 58	Exemption: Exempt
Effective/Revision Date: December 2019	
Job Summary	
Review and interpret physician orders, detecting any therapeutic incompatibilities, and accurately prepare and dispense pharmaceuticals by compounding, packaging, and labeling them.	
Typical Core Duties	
<ul style="list-style-type: none">• 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

Basic Qualifications

- Bachelor's degree in Pharmacy required

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

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	
<ul style="list-style-type: none">• 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	

Job Family Matrix

Basic Qualifications
<ul style="list-style-type: none">• Bachelor's degree in Pharmacy required• Minimum of 10 years' relevant work experience• Supervisory experience
Additional Qualifications and Skills
<ul style="list-style-type: none">• Doctor of Pharmacy degree preferred• Knowledge of Microsoft Office Suite
Certificates and Licenses
<ul style="list-style-type: none">• Licensed by the Massachusetts Board of Pharmacy
Physical Requirements
<ul style="list-style-type: none">• 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
<ul style="list-style-type: none">• May be required to work nights and weekends