### **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**

- 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**

- 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

## Table Paragram Baladas

Job Family Matrix		
Basic Qualifications		
<ul> <li>Bachelor's degree in Pharmacy required</li> <li>Minimum of 10 years' relevant work experience</li> <li>Supervisory experience</li> </ul>		
Additional Qualifications and Skills		
<ul> <li>Doctor of Pharmacy degree preferred</li> <li>Knowledge of Microsoft Office Suite</li> </ul>		
Certificates and Licenses		
Licensed by the Massachusetts Board of Pharmacy		
Physical Requirements		
<ul> <li>Use of near vision for pill handling and reading for extended periods of time</li> <li>Ability to stand for extended periods</li> <li>Lifting (approximately 20 to 30 pounds), bending, and other physical exertion</li> </ul>		
Working Conditions		
May be required to work nights and weekends		