AUBURN
Human Resources

Dir, Community Pharmacy Services

Job Description

JOB INFORMATION

Job Code	AA65
Job Description Title	Dir, Community Pharmacy Services
Pay Grade	HW16
Range Minimum	$117,920
33rd %	$153,300
Range Midpoint	$170,990
67th %	$188,680
Range Maximum	$224,050
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	8/18/2023

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Pharmacy

JOB SUMMARY

The Director of Community Pharmacy Services provides supervisory functions over the personnel operating the pharmacies for Auburn University (AU) which includes AU Employee Pharmacy, SEIB Pharmacy, AU Student Pharmacy, and AU Boykin Clinic. Ensures the completion of medication fulfillment responsibilities, serving as a preceptor for pharmacy students/residents and advocating for the pharmacy's needs with unit and college leadership at the College of Pharmacy.

RESPONSIBILITIES

- Manages and supervises personnel working in all three CHS dispensing pharmacies (including delivery drivers, technicians, residents, and pharmacists); coordinates all human resource activities; handles advertising, recruiting, hiring, training, and evaluation of student technicians, interns, delivery drivers, and TES pharmacists; maintains consistent pool of relief pharmacists, technicians, and delivery drivers; develops staffing schedules for all pharmacies; ensures all employees complete requirements for licensure and employment; engages in annual resident selection process; supervises and oversees orientation for new employees.
- Serves as the Pharmacist-in-Charge of the Auburn University Employee Pharmacy and completes the medication fulfillment responsibilities of a dispensing pharmacist; ensures all Federal and State of Alabama pharmacy laws, rules, and regulations are followed; ensures that controlled substances are secured according to law, and inventory audits are routinely conducted; maintains appropriate licensure and certifications to practice as a pharmacist.
- Monitors the business operations of all CHS dispensing pharmacies; identifies areas of needed improvement; maintains efficient and effective pharmacy processes, including software programs and pharmacy technology.
- Completes required annual recredentialing forms and contracts, as well as licensing renewals for all CHS dispensing pharmacies and maintains up to date NCPDP profiles.
- Oversees the marketing of community pharmacy services within CHS; develops and implements marketing plans for CHS dispensing pharmacies; maintains pharmacy websites and oversees pharmacy social media accounts.
- Provides oversight of education, training and supervision of Auburn University Harrison College of Pharmacy students and residents who train within the community pharmacy setting. Serves as a member of the Residency Advisory Committee.
- Collaborates with CHS Executive Committee to establish policies and procedures for all CHS pharmacies and clinics.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
PharmD	Doctor of Pharmacy (Pharm. D. with one (1) year of post-doctoral residency in community pharmacy or ambulatory care.	and	5 years of	Experience as a dispensing pharmacist in a community pharmacy setting; experience in management and supervision of pharmacies and associated personnel.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of federal and Alabama State laws governing the practice of pharmacy in the state of Alabama.	
Knowledge of the laws of the Alabama State Board of Health and the Centers for Medicare and Medicaid Services Laboratory Improvement Amendments Waiver Laws.	
Knowledge of Human Resources regulations such as FLSA, AAEO, HIPPA, FERPA, and PCI DSS.	
Knowledge of health care regulations such as Affordable Care Act.	
Knowledge of medical billing policies and procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
PHARMD - Licensed Pharmacist	Active Alabama State Board of Pharmacy Licensure for pharmacist license, controlled substance license, and preceptor certification.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting				X		
Lifting			X			25 lbs
Climbing			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.