AUBURN
Human Resources

Dir, Pharmacy

Job Description

JOB INFORMATION

Job Code	EA99
Job Description Title	Dir, Pharmacy
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	11/5/2020

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Pharmacy

JOB SUMMARY

Directs, manages and oversees policy administration for the Veterinary Teaching Hospital Pharmacy and ensures that prescriptions for clients are filled and labeled correctly.

RESPONSIBILITIES

- Reviews, corrects and fills prescriptions, oversees prescriptions prepared by pharmacists, technicians and students.
- Develops and maintains policies, procedures, and processes that promote safe, efficient, and cost-effective medication use and that comply with established standards, as well as, federal and state regulatory agencies.
- Communicates operational strategies and requirements of the Pharmacy(ies) to faculty, staff, and students through hospital committees.
- Directs all inventories to ensure that they are accurately and correctly conducted; works with others to ensure that the inventory process is adequately staffed and efficiently carried out.
- Answers questions, counsels, and advises customers on drug interactions, side effects, dosage, and storage of pharmaceuticals; collaborates with referring Veterinarians regarding various pharmacy-related questions, issues, and treatment plans.
- Serves as instructor for pharmacy student rotations.
- May provide clinical services to the community during Auburn University sponsored events.

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	
Bachelor's Degree	Degree in Pharmacy	and	8 years of	Experience in the development, implementation, and/or administration of pharmaceutical clinical care policies and procedures which includes at least 1 year of experience in veterinary medicine. Experience in sterile and non-sterile compounding and preparation of chemo treatments is strongly preferred.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Federal and State guidelines and laws related to the management, storage, and dispensing of prescription medications.	
Knowledge of Pyxis and its use in controlled substance monitoring in compliance of both state and federal regulations.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
PHARMD - Licensed Pharmacist	or eligible for licensure in the state of Alabama	Upon Hire	Required	And
DEA License	for controlled substances.	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					
Climbing			X			
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			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
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.