

CITY OF PHILADELPHIA PERSONNEL DEPARTMENT

**4A35
PHARMACY MANAGER**

GENERAL DEFINITION

This is administrative pharmaceutical work serving as a pharmacy manager for a health center or central fill pharmacy in accordance with the appropriate city, state and federal laws and regulations. Supervising lower level pharmacists, pharmaceutical technicians, stores personnel and a clerical staff through subordinate supervisors and coordinating pharmacy services with other health service activities are major aspects of the work. Work includes processing prescriptions, developing and maintaining inventory of drug supplies, supervising data entry for reimbursement from third party payors and supervision of the enrollment of patients in prescription benefits programs. Work is performed under the supervision of a technical superior for technical matters and a health center director for administrative matters

ALLOCATING FACTORS: (The following conditions must be met for a position to be allocated to this class.)

- Positions must serve as pharmacy manager operating a health center or central fill pharmacy in accordance with the appropriate city, state and federal laws and regulations.
 - Positions must supervise lower level pharmacists, pharmaceutical technicians, stores personnel and a clerical staff.
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TYPICAL EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Serves as a pharmacy manager, directing operations of a health center or central fill pharmacy in accordance with the appropriate city, state and federal laws and regulations; develops responsibilities and assignments for staff at the central fill or district health centers pharmacy; develops and revises methods of receiving and storing pharmaceutical products; designs physical facilities to more efficiently and securely store pharmaceuticals; directs the computerized record keeping of all pharmaceutical products used and all prescriptions issued to patients.

Reviews operations and consults with health administrative officials to coordinate pharmacy services with other program activities; determines and makes recommendations for the purchase of new

equipment to improve efficiency of pharmaceutical services; develops recommendation for new procedures to ensure the control and accountability of drugs and medications used with the department; reviews usage rates and prescription trends; makes appropriate changes in ordering of supplies and medications.

Serves as pharmaceutical consultant to other health department officials; advises on the appropriateness of adding or deleting items from the health center or central fill pharmacy formulary; determines the effectiveness of medication utilization; meets with pharmaceutical vendors to review and evaluate new medications on the market; makes recommendations for the purchase of new drugs; prepares contracts and monitors contractor's performance for services provided to the City.

Supervises pharmaceutical, stores, and clerical personnel; establishes objectives for subordinates; establishes standards for pharmacists and ensures that pharmacists comply with State Board of Pharmacy regulations; reviews the performance of pharmacists; supervises data entry for reimbursement from third party payors and the enrollment of patients in prescription benefits programs; prepares operating budget proposals for the pharmacy; reviews personnel decisions made by subordinate supervisors.

Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

KNOWLEDGE OF:

- the principles and practices of pharmacy and pharmacology.
- the basic sciences underlying pharmacy, such as chemistry, biology, and physics.
- federal and state laws regulating the practices of pharmacy and the reporting of dangerous drugs.
- pharmaceutical inventory, requisitioning, storage and distribution methods.
- the uses and applications of computer hardware and software pertinent to pharmacy operations
- pharmacologic and health information databases and software

SKILL IN:

- counting, measuring and compounding medications

ABILITY TO:

- direct a pharmaceutical operation for a health center or central fill pharmacy.
- evaluate programs and activities and to take actions necessary to implement desired changes.
- supervise the ordering, receipt of and rotation of an inventory of drug supplies

- furnish guidance in pharmacology matters to public health officials and make recommendations to improve program services.
- establish and maintain effective working relationships with physicians, professional staff, drug manufacturers, insurance companies, and officials of health agencies.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE

(The following statement represents the minimum training and experience standards which will be used to admit or reject applicants for tests. Applications submitted by candidates for this class will be reviewed based on training and experience requirements as approved on 4/07)

Possession of a license as a registered Pharmacist as issued by the Pennsylvania State Board of Pharmacy prior to and during tenure of employment as a Pharmaceutical Services Administrator.

Eligibility for possession of certification as a Pharmacy Manager during tenure of employment and eligibility for participation in all departmental reimbursement programs, if required by work assignment.

One year of experience as a registered Pharmacist.

PHYSICAL AND MEDICAL REQUIREMENTS

Ability to physically perform the duties and to work in the environmental conditions required of a position in this class.

PAY RANGE: EP27

Class Established: 6/82

Spec. Revision: 4/1988

Latest Spec. Revision:

CSC: 11/06, **Ad Board:** 4/07

MMcA/jl

END OF JOB CLASS SPECIFICATION - 4A35