

**CENTRAL MONTANA MEDICAL CENTER
MANAGEMENT POSITION DESCRIPTION**

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|---|--|--------------|-----------|
| Position Title | Pharmacy Manager | Grade | |
| Department | Pharmacy | Exempt | X |
| Immediate Supervisor | CEO | | |
| Supervisor next in line | | Workweek | 40 |
| POSITION SUMMARY | | | |
| Oversees the pharmacy to ensure that patients' pharmaceutical needs are effectively met. Establishes policies, procedures, standards and objectives for the provision of services and coordinates with other departments to provide maximum level of services to patients and hospital staff. | | | |
| Continued employment and raises in this position are dependent upon Central Montana Medical Center's fiscal viability and: | | | |
| <ul style="list-style-type: none"> ● Actions and communications that contribute to a team concept and create a positive environment for all customers ● Acceptable performance of essential and all job duties ● Acceptable attendance record ● Accountability for safety to self, patients, visitors and all customers, and care of equipment and building ● Adherence to departmental and facility policies and procedures, education requirements, compliance monitoring and reporting, and CMMC Code of Conduct ● Accountability for the consequences of own actions ● Physical and emotional ability to perform essential functions ● Acceptable background investigation results if required for position | | | |
| Minimum Education, Experience, Licensure, Certification required: | | | |
| Graduated from an accredited school of pharmacy Registered in the state of Montana Previous hospital pharmacy experience | | | |
| ESSENTIAL FUNCTIONS/DUTIES: (Must be able to perform with or without accommodation) | | | |
| 1 | Supports and demonstrates Central Montana Medical Center's Vision, Mission and Values Statements. | | |
| 2 | Responsible for overall operation of Pharmacy Department. | | |
| 3 | Maintains documentation and meets requirements for Quality Assurance/Improvement. | | |
| 4 | Completes employee evaluations on time, offers guidance for professional growth when/where appropriate. | | |
| 5 | Develops and demonstrates effective communication tools to disseminate information and to interact with department's and organization's staff. | | |
| 6 | Participates in meetings and events as required or requested. | | |
| 7 | Completes required productivity reports in a timely manner. | | |
| 8 | Provides a department that meets safety, environmental, ethical, legal and infection standards | | |
| 9 | Serves as a member of the Patient Care Committee, Infection Control Committee, Department Managers meeting and others as required | | |
| 10 | Develops operating budget, sets prices to meet predicted revenue, and reviews financial reports | | |
| 11 | Supervises inventory control and bid purchasing | | |
| 12 | Works as a staff pharmacist when necessary | | |
| 13 | Knows technicians duties and can perform in their absence. | | |
| 14 | Develops clinical Pharmacy programs/processes as required | | |
| 15 | Completes other duties as assigned. | | |

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Knowledge, Skills, Abilities:

Willingness to attend inservice programs and ask questions to maintain and improve knowledge level.
Ability to adapt to fluctuations in workload, and perform in emergency situations.
Ability to read, write, perform mathematical calculations, follow written and oral directions.
Judgement to seek guidance and direction for performance of duties and ability to recognize, establish and respond to priorities.
Communication skills to effectively relate co-workers, customers and general public.
Willingness to assume additional duties when requested to offer assistance.

OCCUPATIONAL EXPOSURE for this position:

| | | |
|----------|---------------------|--|
| | Category I | Direct contact with blood or other bodily fluid to which universal precautions apply |
| X | Category II | Activity performed without blood/bodily fluids exposure, but exposure may occur in emergency |
| | Category III | Task/activity does not ordinarily entail predictable exposure to blood/bodily fluids |

OTHER EXPOSURE for this position:

| | | |
|----------|------------------------|-----------------------------|
| | Radiation | |
| X | Noise | |
| X | Other (Specify) | Works with cytotoxic agents |

PHYSICAL DEMANDS:

(Essential functions strength rating for position - see Job Analysis)

| | | |
|----------|-------------------|---|
| | Sedentary | Exert up to 10# occasionally or negligible force frequently |
| | Light | Exert up to 20# occasionally, < 10# frequently or negligible force constantly |
| X | Medium | Exert up to 50# occasionally, up to 25# or up to 10# constantly |
| | Heavy | Exert up to 100# occasionally, up to 50# frequently or up to 20# constantly |
| | Very Heavy | Exert > 100# occasionally, > 50# frequently or > 20# constantly |

I HAVE READ AND UNDERSTAND THIS POSITION/JOB DESCRIPTION, AND HAVE BEEN PROVIDED THE OPPORTUNITY TO ASK QUESTIONS AND RECEIVE APPROPRIATE ANSWERS. I ALSO UNDERSTAND THAT REASSESSMENT OF ABILITIES TO MEET POSITION REQUIREMENTS MAY BE PERIODICALLY REEVALUATED.

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| | | |
| Employee's Signature | Supervisor's Signature | Date |