GENERAL PURPOSE OF POSITION:

The Director of Pharmacy is a licensed pharmacist in the State of Indiana and is responsible for all matters relating to the operation of the department of pharmacy services; and the acquisition, storage, distribution, control, and use of drugs in the institution.

DUTIES

1. Hire, educate, supervise, evaluate the performance of and discipline other pharmacists, technicians, and other personnel within the department of pharmacy services.

2. Develop and implement policies and procedures relating to all matters germane to pharmacy practice and drug control; including a safe and efficient drug distribution system, an economical and effective system of inventory control, clinical Services, and computerization of MAR’s (Medication Administration Records) and physician monthly Medication renewals.

3. Maintain a computer system with complete and up to date patient profiles, drug interaction programs, drug information, Medicare Part D, And Indiana Medicaid.

4. Prepare various financial, performance and other reports that summarize and evaluate the activities

PERFORMANCE STANDARDS

Highest professional standards will be reached and maintained.

Policies and procedures are always being reviewed and evaluated and changes are made when it is possible to improve the quality of work and improve patient care. All changes should done in a timely manner.

Information is accurately stored and retrieved. All computer work is completed in a timely fashion.

All reports are accurate, up to date and distributed to correct departments. All monthly
of the pharmacy department.

Reports and others are prepared and sent out on time.

5. Develop and maintain quality assurance programs for the pharmacy department that objectively assesses the accuracy, appropriateness and timeliness of all dispensing and clinical programs.

Unit drug reviews are done monthly and presented to the Pharmacy and Therapeutics Committee for review.

All monthly unit drug reviews, quarterly, and annual aggregate reviews are done in a timely manner and submitted to the proper departments.

6. Serve on the Pharmacy and Therapeutics Committee and any other various committees as needed.

All reports, etc. are prepared on time for the monthly meetings. Attends all meetings.

7. Develop and maintain pharmacy programs and facilities in accord with current regulations and guidelines of:
   - State and federal laws and regulations
   - Indiana Board of Pharmacy
   - JCAHO
   - Indiana State Board of Health
   - Department of Mental Health

Pharmacy is in compliance with all laws and regulations.

8. Perform the routine functions of a pharmacist.

All routine functions will be performed when needed to assist other pharmacy staff.

9. Perform routine functions of clinical pharmacist:
   - Participation in treatment plan decisions
   - Patent and family education
   - Drug consultations for clinicians

All routine functions will be performed when needed to assist treatment team, pharmacy staff and hospital administration.

10. Develops and presents educational programs to pharmacy staff, nursing, staff, students and others at their request.

11. Holds orientation programs for
new nursing staff or for any department that requests it.

01, 1/02, 1/04, 11/06, 4/09