 **Chief Pharmacist Standard Job Description**

**Classification Title:** Chief Pharmacist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 20

**Job Description Summary:**

The Chief Pharmacist, under general direction, requires involvement in all aspects of pharmaceutical care, including the processing and dispensing of prescriptions, patient counseling, interactions with other health care professionals, and keeping abreast of the recent developments in the science of pharmacy. Contributes to an environment conductive to teamwork and collegiality. Oversees Pharmacists and other Pharmacy staff. Ensures pharmacy compliance with all University, State, and Federal regulations.

**Essential Duties and Tasks:**

**50% Clinical Services**

* Provides pharmaceutical care, products, and services.
* Manages pharmaceutical product distribution in an orderly, efficient, safe, and accurate manner.
* Monitors product expiration dates and rotation procedures.
* Oversees the filling of prescriptions, hospital supply requests, and compounding of pharmacy products.
* Collaborates with attending staff, including residents, interns, students, and veterinarians.
* Collaborates with outside pharmacies to provide continuity of patient care by transferring prescriptions, refill requests, and information.

**30% Management and Supervision**

* Interviews, hires, trains, schedules, evaluates the performance of, recommends salaries for, motivates, and leads pharmacy support staff.
* Enhances inter-staff communication for problem solving and fostering teamwork.
* Manage inventory by conducting inventory audits and utilizing product rotation, emergency orders, product acquisition, new product additions, obsolete product deletions, controlled substance accountability, and quality control.
* Collaborates with outside agents that impact pharmacy operations.
* Oversees and ensures compliance with guidelines, rules, and regulations set by Federal and State regulatory agencies.
* Reviews operations and recommends modifications and necessary services.
* Directs other pharmacy-related duties.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Doctor of Pharmacy degree or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in hospital or retail pharmacy supervision and administration.

**Required Licenses and Certifications:**

* Texas State Board of Pharmacy – Licensed Pharmacist (Current).

**Required Knowledge, Skills, and Abilities:**

* Knowledge of word processing, spreadsheet, and database applications.
* Knowledge of Pharmacy operations.
* Ability to multitask and work cooperatively with others.
* Strong verbal and written communication skills.
* Strong interpersonal and organizational skills.
* Ability to work with sensitive information and maintain confidentiality.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Fax

**Physical Requirements:**

* Ability to lift and move light objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.
* The individual in this position is required to handle Protected Health Information (PHI) as defined by HIPAA regulations.
* The individual is required to handle PHI in accordance with the A&M System policy and is further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after the individual’s employment, and on an as-needed basis thereafter.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[x]  **Yes**

[ ]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**