

PHARMACIST II *

Function of Job:

Under administrative direction of responsible administrator, ~~to be~~ responsible for supervising all operations of an institutional pharmacy assuring that medications are dispensed in compliance with applicable local/state/federal pharmacy and drug laws to provide the best quality care to patients.

Characteristic Duties and Responsibilities:

1. ~~Be~~ Legally liable and responsible for all activities within institutional pharmacy, as well as medications dispensed.
2. Prepare annual budget and monitor expenditure of funds available for pharmacy drugs, medical supplies, and capital equipment, and apply prudent purchasing procedures for procurement of same.
3. Assure that adequate stock levels and storage conditions are maintained for all medications and medical supply items.
4. Supervise, hire, train, evaluate and establish work schedules for pharmacy staff.
5. Assure that control records and semester inventories of drugs received and dispensed are maintained, including narcotics, poisons and habit forming drugs, according to NH Board of Pharmacy regulations.
6. Establish annual department goals and objectives that adhere to Health Services and Division goals.
7. Maintain and review policies/procedures applicable to pharmacy operations.
8. Check all invoices to insure proper/accurate billing of accounts and status of committed funds.
9. Participate in meetings of appropriate groups and committees.
10. Compound and dispense medications according to applicable state and federal laws after checking/monitoring patient profiles for possible drug interactions or allergies.
11. Prepare/maintain appropriate records on all patients, including drug history profile.
12. Consult with prescriber when needed concerning appropriateness of prescribed therapy and offer alternative.
13. Provide consultation to patients concerning their medication, effects and side effects, proper dosage and potential drug or food interactions.
14. Assure that proper medications and supplies are available for weekend and night usage, and monitor/document prescriptions dispensed in appropriate records.
15. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's Degree in Pharmacy from a certified College of Pharmacy and three years of experience.
2. Registered Pharmacist license from NH State Board of Pharmacy.
3. Computer knowledge as required by department.
4. Good business background with managerial ability.
5. Communication and supervisory skills.

6/12/06
System Approval

6/12/06
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

*Revised - original approved 10/9/87