

CLASS TITLE:

**CHIEF OF PHARMACY
AND RELATED SERVICES**

Class Code: 02781500

Pay Grade: 38A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for planning, coordinating, organizing, inspecting and administrating a statewide program of pharmacy services for state hospitals, health facilities, clinics and other agencies; to be responsible for the operation of a central pharmacy to supply the state's pharmacies and agencies with medication and medical and surgical supplies; and to do related work as required.

SUPERVISION RECEIVED: Work is subject to the administrative approval of a superior but retains full responsibility for the performance of work in accordance with requirements of the pharmacist profession.

SUPERVISION EXERCISED: Plans, coordinates, organizes, inspects and reviews the work of a professional, technical and clerical staff engaged in providing pharmacy services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for planning, coordinating, organizing, inspecting and administrating a statewide program of pharmacy services for state hospitals, health facilities, clinics and other agencies.

To be responsible for developing, establishing and implementing policies, procedures and programs relating to pharmacy services within the department.

To be responsible for researching, planning, drafting, finalizing and implementing more economical, efficient and safer methods of distribution of medication and medical and surgical supplies.

To participate in the process of purchasing medication and medical supplies for patient use by providing the professional knowledge and expertise and by establishing standards needed by the Division of Purchases.

To develop guidelines to regulate the procedure by which medical sales representatives disseminate information on their company's products to physicians and nursing personnel within the department.

To conduct studies designed to assure that the medication and medical supplies purchased are of the proper quality.

To insure that the pharmacy services comply to standards established in federal and state legislation, as well as professional codes for accreditation.

To be responsible for the operation of a central pharmacy; to supply the state's pharmacies and agencies with medication and medical and surgical supplies.

To review university oriented programs dealing in the pharmacy area and to coordinate these programs with departmental functions.

To be responsible for the control and accountability of all medication distributed within the statewide pharmacy services program.

To update and maintain the formulary system utilized by all pharmacies in the department.

To be responsible for insuring that the pharmacy personnel, physicians and other members of the patient care team is provided with pertinent and current medical information relating to pharmacy services and medication.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of professional pharmacy; a thorough knowledge of the principles, methods and procedures used in administering a statewide program of pharmacy services and the ability to plan, coordinate, organize, inspect and administer such a program; a thorough knowledge of the nature, composition and uses of the more common drugs; a thorough knowledge of the federal, state and professional regulations, standards, and codes pertaining to the proper delivery of pharmaceutical services; a thorough knowledge of recent developments in the area of medical information relating to pharmacy services, and the ability to transmit this information to subordinates and medical personnel; a working knowledge of the various elements of the market for sale and purchase of medications and medical supplies; the ability to establish and maintain a system of medication inventory in order to insure strict accountability and control; the ability to conduct pharmaceutical studies for the purpose of quality control; the ability to estimate future pharmaceutical needs; the ability to deal tactfully with the public, medical sales representatives, and with medical, nursing and administrative staffs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a master's degree in pharmacy sciences from an accredited school of pharmacy; and

Experience: Such as may have been gained through: considerable employment in a responsible administrative position involving the direction of a staff engaged in providing pharmacy services and the administration of a program with the responsibility to purchasing and inventory control of a large pharmaceutical inventory.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Registration in pharmacy in Rhode Island and must maintain such registration as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03