

**CLASS TITLE: SUPERVISOR OF PHARMACY SERVICES**

**Class Code: 02781400**  
**Pay Grade: 32A**  
**EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for the operation of a state-operated pharmacy, supervising the dispensing of prescription drugs on an individual basis to those requiring medication; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the administrative supervision of a superior but retains full responsibility for the performance of work in accordance with standards of the pharmacist profession.

**SUPERVISION EXERCISED:** Plans, organizes, coordinates, supervises and reviews the work of other pharmacists and non-professional workers assigned to assist.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for the operation of a state-operated pharmacy, supervising the dispensing of prescription drugs on an individual basis to those requiring medication.

To be responsible for maintaining a manual/computerized perpetual inventory of all stock, keeping proper records and reports of all barbiturates, narcotics, restricted drugs and tax-free alcohol on a monthly and yearly basis.

To be responsible for regularly inspecting all drug storage and medication centers, ensuring proper storage techniques and, when necessary, removing unused, outdated, or excess medication.

To be responsible for reconciling the records and supplies kept in the wards with records kept at the pharmacy.

To check pharmaceutical orders for conformance to specification, testing drugs for purity and identification, when necessary.

To make physicians and nursing personnel aware of pertinent information on new drugs, including dosage and administration, common adverse reactions, possible chemical interactions, precautions, and proper storage of drugs.

To assist in providing continuous in-service training on basic pharmaceutical methodology and new chemotherapeutic agents to members of the medical staff.

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

To be responsible for reviewing purchase orders and requisitioning medication and medical/surgical supplies and to assist in establishing quantities needed.

As appropriate, to establish and supervise a computerized perpetual inventory system that will interface with the institutional level pharmacies.

To be responsible for maintaining cost effective inventory levels of medications and supplies.

To maintain an adequate library and informative literature relating to the nature, form, dosage and use of drugs.

To evaluate and update the institutional formulary.

To formulate topical preparations, skin preparations, eye preparations, and other compounds usually made by a pharmacist.

To be responsible for repacking, in smaller quantities, pharmaceutical products and supplies acquired in bulk.

To compound, repackage, label and dispense medication and medical/surgical supplies in a state-operated pharmacy/warehouse distribution center.

To be responsible for the security and storage of all medications within the pharmacy and the proper storage of all flammable mixtures such as acetone, alcohol, chloroform and other chemicals.

To participate in institutional, as well as, departmental committees.

To prepare and update policy and procedure manuals based on accreditation standards and state and federal laws.

To participate in the clinical review process with other members of the health care team including performing individual patient medication reviews.

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 composition and use of the more common drugs; a working knowledge of federal, state and professional regulations, standards and codes pertaining to the proper delivery of pharmaceutical services; a familiarity with various elements of the market for the sale of medication; the ability to coordinate an institution-wide program of pharmacy services including special emphasis on drug accountability and control; the ability to plan, direct and review the work of professional pharmacists and non-professional workers; the ability to prepare pharmaceutical compounds on a volume basis; the ability to estimate future pharmaceutical needs; a working knowledge of a computerized perpetual inventory process and the ability to reconcile inventories; the ability to do clinical review of medications with emphasis on appropriateness and cost effectiveness; the ability to deal tactfully with the public, medical sales representatives, and with medical, nursing and administrative staff; and related capacities and abilities.

## **EDUCATION AND EXPERIENCE**

**Education:** Such as may have been gained through: graduation from an accredited school of pharmacy; and

**Experience:** Such as may have been gained through: employment in a responsible supervisory position as a registered pharmacist involved in the execution of an overall program of drug accountability and control.

**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: March 12, 1989

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