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XYZ HEALTH SYSTEM

Manager - Pharmacy Technology

Position Code: _____

Revised Date: 11/12/04
Department: 7070
FLSA Code: E
Benefits Category: L
BP Category: C

General Summary:

Under the general supervision of the Director of Pharmaceutical Care, manages the daily operations of Pharmacy Computer Databases and the way they interact with other computer systems within the XYZ Health System.

Duties and Responsibilities:

The following are essential job accountabilities:

1. Ensures delivery of quality pharmacy services for all patients.
2. Assists in developing budgets.
3. Assists in departmental planning.
4. Supervises maintenance of the Lawson database for pharmaceutical products.
5. Develops and maintains the XYZ (Gettysburg and York) Pharmacy computer systems and other technology.
6. Coordinates the integration of the Pharmacy computer systems with other clinical area.
7. Supervises maintenance of the coding and billing information for patient pharmacy changes.
8. Provides outstanding service to all customers; fosters teamwork; and practices fiscal responsibility through improvement and innovation.
9. Creates desired reports from the Pharmacy related databases.
10. Maintains established policies and procedures, objectives, quality assessment, safety, environmental and infection control standards.
11. Maintains professional growth and development through seminars, workshops, and professional affiliations to keep abreast of latest trends in field of expertise.

12. Acts as a staff pharmacist when necessary, including dispensing medications.
13. Demonstrates knowledge of the principles of growth and development over the life span of the assigned patient population. Assesses and interprets patient age specific data and provides appropriate, age specific treatment. Provides direct patient care to assigned patient age group(s).
14. Prepares and maintains written documentation as required by the profession and the department.
15. Attends meetings as required, and participates on committees as requested.
16. Performs other related duties as identified.

Qualifications:

Note:	Other combinations of formal education, training and experience may be considered.
Minimum Education	Pharmacy Bachelor's Degree
Minimum Experience	3 - 5 years
Req Cert/Registration	License and registration as required
Req Course(s)/Training	Completion of 5 year program from accredited school of pharmacy
Physical Demands	Occasional prolonged standing/walking Lifts supplies/equipment
Working Conditions	Subject to many interruptions Occasionally subjected to irregular hours
Management Experience	Supervisory Experience required

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.