



PHARMACY, DIRECTOR

CHARACTERISTICS OF WORK:

This is professional, administrative, and supervisory work in planning, organizing, and directing pharmaceutical activities including extensive and varied large-scale distribution of drugs in a large institutional pharmacy or in serving as the highest-level administrative Pharmacist in a department or agency. Incumbents have final responsibility for the direction of a very large and complex pharmaceutical program subject only to administrative direction; they exercise complete independence in establishing work procedures and methods within the framework of the policies of the institution where employed and in accordance with state and federal laws. The work requires constant staff-level contact with physicians, interns, supervising nurses, and other officials for purposes of coordinating services with other units. The work also requires contact with Pharmacists from other agencies and institutions and from the private sector. Incumbents serve as consultants, confer with the agency head, and make recommendations concerning policy and changes in internal procedures and service coordination. Supervision is generally received from a bureau chief or other administrative official regarding the policies and technical aspects of the operation. General supervision is exercised over a staff of Pharmacists, Pharmacy Assistants, and other employees performing related work.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

Graduation from an accredited school or college of pharmacy.

AND

Experience:

Five (5) years of experience as a Licensed Pharmacist, two (2) years of which must have been in a supervisory capacity and one (1) year of which must have been in an institutional setting.

Licensure:

Possession of a valid license to practice pharmacy in Mississippi and possession of a controlled substance license;

Required Documentation:

Applicant must attach a valid copy of his/her license as a Licensed Pharmacist from the Mississippi Board of Pharmacy and verification of possession of a valid controlled substance license.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Light Work: May frequently walk or stand and/or frequently exert force equivalent to lifting up to approximately 10 pounds and/or occasionally exert force equivalent to lifting up to approximately 20 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Color: Ability to identify and distinguish colors.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is regularly required to stand; walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to sit. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork. Continuously evaluates and adapts; copes effectively with change. Allows self and others to make mistakes and learns from those mistakes. Adheres to high ethical standards.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement. Models appropriate behavior. Recognizes and develops potential in others; mentors.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Pharmaceutical Distribution: Supervises the functions of acquisition, preparation, and distribution of drugs to ensure the safety, accuracy, and quality of supplied products.

Directs inventory procurement. Supervises the placement of purchase requests for pharmaceutical supplies. Directs the manufacturing or repackaging, as well as the distribution of very large volumes of tablets, liquids, powders, injectables, and solutions. Orders various controlled substances, drugs, biologicals, blood factors, and chemicals. Checks deliveries for conformity with specifications and standards. Develops, in cooperation with other agency representatives, special drug distribution procedures, both routine and emergency; standards of acceptable drug services

Ethical, Legal, and Professional Responsibilities: Practices within legal requirements, demonstrates professional integrity, and acts to uphold professional standards of practice and code of ethics.

Applies legal requirements and ethical principles to the practice of pharmacy. Demonstrates personal and professional integrity. Plans and coordinates with other state agencies and the state legislature the annual revision of the Mississippi Uniform Controlled Substances Law, ensuring its conformity with federal laws.

Education and Communication: Educates and communicates with groups and individuals to support patient care.

Demonstrates effective and appropriate communication skills in diverse settings or situations. Displays clear, effective writing skills. Demonstrates appropriate verbal, nonverbal, and listening skills. Selects appropriate communication techniques for use with patients and other health care providers. Participates in and conducts in-service programs regarding pharmacy procedures and medications with pharmacy and agency staff. Provides consultation and/or technical assistance concerning drugs, treatment, and services.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions. Takes risk appropriate to ones level of responsibility. Acts as a settling influence in a crisis. Exhibits the ability to work through challenges and create opportunities.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise. Understands effects of decisions on the organization and on other organizations. Acts as a change agent by initiating and supporting change within the agency.

Working Through Others: Supports, motivates, and is an advocate for staff.

Creates effective teams; shows a willingness to get work done through others. Clearly and comfortably delegates work, trusting and empowering others to perform. Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

Identifies, analyzes, and solves problems. Develops standards of performance and knows what and how to measure.

Resource Management: Acquires, effectively and efficiently administers, and allocates human, financial, material, and information resources.

Demonstrates ability to plan, prioritize, and organize.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Directs the pharmacy staff in the manufacturing and/or dispensing of medications and pharmaceutical supplies through the establishment and enforcement of policies and procedures.
2. Directs inventory procurement, management, and control, including providing assistance in establishing purchasing specifications, solicitation and selection of bids, and supervising the placement of purchase requests for pharmaceutical supplies.
3. Provides consultation and/or technical assistance concerning drugs, treatments, and services and conducts as fiscal audit of pharmaceutical documents.
4. Plans and coordinates the work of the Pharmacy and Therapeutics Committee as well as work with other state agencies.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Directs the manufacturing or repackaging, as well as the distribution of very large volumes of tablets, liquids, powders, injectables, and solutions.

Serves as staff consultant, conferring with the agency head regarding policy and changes in procedures and clearing purchases with the budget officer.

Orders various controlled substances, drugs, biologicals, blood factors, and chemicals; checks deliveries for conformity with specifications and standards.

Plans and coordinates with other state agencies and the state legislature the annual revision of the Mississippi Uniform Controlled Substances Law, ensuring its conformity with federal laws.

Participates in the solicitation and selection of bids.

Coordinates the work of the Pharmacy and Therapeutics Committee.

Develops, in cooperation with other agency representatives, special drug distribution procedures, both routine and emergency; standards of acceptable drug services; and criteria by which the effectiveness of these services can be evaluated.

Develops appropriate reporting and other procedures and prepares statistical reports as needed.

Coordinates the pharmacy department work with the various training and teaching programs for interns and student nurses; provides in-service training to agency personnel; and trains pharmacists in reading, interpreting, and compounding medicinal prescriptions.

Establishes and maintains control over inventories of manufactured and purchased items, particularly controlled substances and alcohol.

Conducts a fiscal audit of pharmaceutical documents.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.