

**UNIVERSITY OF KENTUCKY HOSPITAL  
PHARMACY SERVICES  
POSITION DESCRIPTION**

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**PH-14-02**  
Revised 6/09

I. POSITION IDENTIFICATION:

Position Title: Associate Director of Pharmacy Services- Central Pharmacy

II. POSITION RELATIONSHIPS:

Reports to: Director of Pharmacy Services

Positions Directly Supervised:

Central Based Clinical Staff Pharmacists  
Technician Supervisors  
Pharmacy Technicians  
Information System Coordinator  
Pyxis System Administrators

III. GENERAL SUMMARY:

Manages central pharmacy based clinical and drug distribution services in order to provide comprehensive pharmaceutical care; Accountable for staff, services provided, and level of performance within assigned areas; Accountable for managing operations within budget.

IV. PRINCIPAL DUTIES AND RESPONSIBILITIES:

The major job responsibilities (MJRs) of this position are: quality patient care, resource management, program development, customer service and facilities management.

The following activities are components of the position to assist in meeting the major job responsibilities:

Manages the operations in Central Pharmacy in a cost-effective manner, including planning for new services, directing day-to-day operations (24/7), delegating responsibility and authority for providing services, continuously improving services to meet customer needs, assuring adequate resources are available, and integrating services with other professional services within and outside the medical center to assure continuity of care.

In conjunction with the clinical faculty, develops and directs clinical pharmacy services in an effort to optimize drug use in a cost-effective manner.

Actively contributes to the planning for and achievement of annual departmental objectives by coordinating assigned objectives and assisting in the accomplishment of others; Develops new and improved services within assigned area through constant evaluation and innovation.

Prepares and revises policies and procedures in area of responsibility; implements approved changes. Interprets hospital and departmental policies and procedures for pharmacy personnel and assures compliance.

Recruits, hires, trains, develops, schedules, and supervises assigned staff, develops performance standards; conducts performance appraisal (PE); and recommends salary increases consistent with hospital policy and procedures.

Coordinates department-wide special projects as assigned.

Stays abreast of applicable federal and state laws as professional standards of practice; monitors and assures compliance.

Complies, maintains, and interprets records and statistics for functional areas assigned.

Represents the department at hospital and/or medical staff committees.

Serves as a faculty member in the college of pharmacy.

Assures appropriate handling, documentation, and control of controlled substances by assigned staff.

Develops ways to reduce and control pharmacy and hospital expenses.

Participates in tracking medication errors as appropriate and develops and implements improved procedures to minimize and prevent medication errors.

Coordinates services in assigned areas with other pharmacy areas, nursing areas, other hospital departments, and external agencies to facilitate a smooth continuity of care.

Prepares, monitors, and operates within the department budget for operations, personnel, and capital equipment; prepares budget variance reports as required.

Determines, coordinates/delegates, and schedules appropriate assignment of staff to meet workload demands.

Directs, coordinates, and participates in orientation, training, and continuing education programs for pharmacists and technicians.

Coordinates planning, development and maintenance of both clinical and operational information systems.

Clinical systems include SCM CPOE, Sunrise Pharmacy – SRx, Clinical Decision Support, eMAR

Operational systems include carousel, prepackaging, bar code labeling, scanning devices, automated dispensing cabinetry, sterile compounding technology

Assures accuracy and completeness of pharmacy billing in cooperation with Hospital Finance; assures that appropriate charge capture and billing systems for pharmacy charges are developed and maintained by staff.

Develops, coordinates, and actively participates in the departmental performance improvement program.

Develops, coordinates, and monitors the departmental productivity monitoring system; produces timely reports as required; reassigns staff as required to most effectively match staffing to workload.

Serves as an administrator on-call as required.

Conducts and records staff meetings as required.

Able to react to change productively and to handle other appropriate tasks as assigned.

V. PATIENT POPULATION SERVED

The Pharmacy Department provides pharmaceutical care to neonatal, pediatric, adolescent, adult and geriatric populations.

VI. EDUCATION, EXPERIENCE, AND LICENSURE/REGISTRATION REQUIRED:

- A. Registered pharmacist in Kentucky, or eligible for registration.
- B. M.S. in Hospital Pharmacy or Pharm.D.
- C. Completion of an ASHP- accredited residency, preferred.
- D. Previous experience in a hospital pharmacy supervisory/management capacity.