Pharmacy Supervisor

Job Code 00001543

General Description
Responsible for the operation of the pharmacy including purchasing, management, and supervision of other pharmacists and support personnel.

Examples of Duties
Dispense prescriptions and counsel patients as to their proper use, precautions, side effects, storage and dosing.
Acquire, purchase and receive pharmaceutical merchandise.
Supervise staff.
Prepare reports regarding management of pharmacy and fiscal status, projected revenues, budgeting and statistics.
Enforce applicable State and Federal laws regarding the practice of pharmacy.
Screen, interview and evaluate employee candidates, make recommendations to hire, promote or discipline current employees.
Manage perpetual inventory via computerized system.
Perform physical inventory of products.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of:
State/Federal laws, guidelines and rules of procedure regarding the practice of pharmacy; of business management principles; knowledge of therapeutic products; of contradictions, precautions for drug use; of pharmacokinetics and drug to drug interactions; of vaccines and biological products; of disease states and appropriate therapies; of OSHA guidelines for dangerous and toxic substances; of proper dosing and administering of drug products.

Skill in: interacting courteously with the general public; medical providers, administration and business personnel.

Ability to: read scientific and medical material, business management reports, and memo correspondence; to prepare management reports, written memos and correspondence.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements
State Board of Pharmacy License.