



Job Title	Pharmacist	Job Code	HS0812
Pay Plan	A&P	Pay Grade	22
Union	Non-Union	FLSA Status	Exempt
Job Family	Health Services	Union Code	0

Job Family & Subfamily Summary

Health Services Professionals provide services related to the diagnosis and treatment of patients and medical support functions.

Pharmacy Professionals provide pharmaceutical services that include activities such as compounding, dispensing, bottling, packaging, and labeling of such drugs or solutions as capsules, powers, suppositories, ointments, tablets, lotions, and emulsions.

Job Summary

Prepares and dispenses medication and manages inventory. Educates patients on medication effects, doses, and directions. Maintains records and prepares reports.

Representative Duties

1. Preparation and Dispense of Medications

- Dispenses prescriptions according to Federal and State Laws, rules and regulations
- Determines appropriateness of directions, strength, and dosage
- Monitors medication interactions and allergies
- Gives patient information about prescription medications
- Provides information regarding over-the-counter medications and other pharmaceutical needs
- Alerts patients of medication related issues and side effects
- Suggests alternatives to reduce patient's overall out-of-pocket cost

2. Pharmacy Management

- Trains, develops, and supervises OPS Pharmacists, Pharmacy Technicians, and Pharmacy Interns
- Ensures record keeping requirements are followed as mandated by the Board of Pharmacy for Community Pharmacy Permit and State University System
- Implements proper procurement and return procedures to control pharmacy inventory
- Maintains appropriate price tables and resolves pharmacy reimbursement issues with insurance
- Gathers and documents pharmacy occurrences for Quality Improvement/Quality Assurance
- Identifies areas for quality improvements and implements appropriate measures

3. Inventory Control

- Maintains appropriate purchasing and inventory control
- Removes and disposes of expired prescriptions and over the counter medications

4. Record-Keeping

- Completes monthly and annual adverse drug reaction reports
- Compiles monthly pharmacy reports
- Completes annual prescription and provider prescription discrepancies reports

Education, Experience, Skill Requirements

	Required	Preferred
Education Level	Doctorate of Pharmacy degree	
Certification(s)		
Licensure(s)	Licensed Pharmacist in the State of Florida	
Work Experience		
0+ years of relevant work experience		
Additional Requirements		

Physical/Environmental Demands

Standard office environment with no unique physical demands

This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications needed of the job.