



Job Title	Pharmacy Manager	Job Code	HS0813
Pay Plan	A&P	Pay Grade	23
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

Manages the day to day tasks and employees of Student Health Services Pharmacy. Serves as the Consultant Pharmacist of Record for the student Health Center Clinic.

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

- Coordinates and supervises Pharmacy operations
- Trains, develops, and supervises Pharmacists, OPS Pharmacists, Pharmacy Technicians, and Pharmacy Interns, including conducting performance reviews, authorizing leave requests and approving work hours
- Ensures record keeping requirements are followed as mandated by the Board of Pharmacy for Community Pharmacy Permit, Drug Enforcement Agency, State University System, and AAAHC accreditation agency
- Manages the pharmacy budget in conjunction with Director of Business Operations
- Work closely with insurance and billing departments to monitor reimbursements, pricing, posting and aging of accounts
- Maximizes revenue by maintaining appropriate price tables in pharmacy software
- 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
- Monitors and maintains the pharmacy's inventory efficiently by implementing proper procurement and return procedures

3. Permit Requirement

- Serves as the Consultant Pharmacist of Record for the Modified IIB Institutional Permit for the Student Health Center and College of Medicine Clinics
- Ensures appropriate record-keeping for the facilities
- Ensures the proper drug distribution and reconciliation for the clinic pods according to Florida Board of Pharmacy regulations
- Responsible for monthly inspections per regulations

4. Record-Keeping
<ul style="list-style-type: none"> • 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		
2+ 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.