

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
PHARMACY DIRECTOR

DEFINITION

Plans, develops, and supervises all aspects of pharmaceutical services; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Uses evidenced based practices to develop long-range creative/innovative plans for cost effective procurement, distribution and utilization of pharmaceuticals and advises the Department Director on current drug issues and potential litigation.

Plans and develops departmental program rules in accordance with state/federal laws and regulations; develops pharmaceutical policy, evaluates program effectiveness and implements necessary changes.

Reviews/consults with Department Director on the annual budget development and determines financial/technological resources, and impact upon departmental workflow/performance.

Represents the Department Director in public relations matters regarding pharmacy and drug issues and acts as liaison between the department and other state agencies, groups, boards, consumers on pharmacy and related matters.

Recommends the acquisition/deletion of pharmaceutical equipment and provides materials management services for designated institutions by acting as wholesaler or distributor of pharmaceuticals and health related items.

Maximizes revenue enhancement through electronic and hard copy submission of Medicare Part D and Veterans Affairs (VA) billing. Conducts all activities in a manner that is in full compliance with State and Federal Law. Maintains all Medicare, Medicaid and VA standards for billing.

COMPETENCIES REQUIRED

Knowledge of evidence based practices and pharmaceutical management.

Knowledge of principles of management systems associated with health services.

Knowledge of supervisory techniques and methods.

Knowledge of principles of quality assurance and qualitative drug utilization review.

Knowledge of the various drugs, pharmaceuticals and other medical supplies and agents used in compounding and dispensing.

Knowledge of medical terms and the classification of drugs according to their action, use and dosage.

Knowledge of hospital and correctional facility procedures as they relate to drug supply and use.

Knowledge of the proper techniques of drug administration, devices for administration and special precautions.

Knowledge of long term care regulations as they relate to Board of Pharmacy, Veterans Affairs and Center for Medicare Services (CMS) standards.

Knowledge of the Federal False Claims Act and how to establish processes which safeguard against fraudulent claims.

Ability to recognize opportunities for improvement and to effectively implement a new process and capture data to demonstrate effectiveness.

Knowledge of aspects of quality assurance with the pharmaceutical process and promote an environment of continuous quality improvement.

Understand the Board of Pharmacy regulations of Collaborative Practice Agreement and coordinated with Drake University College of Pharmacy a viable practice site for Pharm.D. students.

Participates as a Pharmacy and Therapeutics Co-Chair in on-going efforts to approach changes in programming and QA review in an interdisciplinary setting

Displays high standards of ethical conduct by refraining from dishonest behavior.

Works and communicates with all clients and customers providing polite, quality professional service.

Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision.

Follows policy, cooperates with supervisors and aligns behavior with the goals of the organization.

Fosters and facilitates cooperation, pride, trust, group identity and team spirit throughout the organization.

Exchanges information with individuals or groups effectively by listening and responding appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited college or university with a Bachelor's Degree in Pharmacy or a Doctorate in Pharmacy, licensure as a Pharmacist by the Iowa Board of Pharmacy Examiners and five years of full-time administrative and/or management experience in the pharmaceutical field;

OR

licensure as a Pharmacist by the Iowa Board of Pharmacy Examiners, and five years of full-time experience as a Pharmacist.

Effective Date: 10/09 JO