

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
PHARMACY SUPERVISOR

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**DEFINITION**

Performs professional pharmaceutical work and supervises the work of professional pharmacists and non-professional staff in the compounding, storing, and dispensing prescription medications; 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 professional pharmacists and other staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Dispenses new prescription and non-prescription medications as requested by qualified treatment staff; compounds pharmaceutical preparations when required; verifies orders against patient profiles to detect potential drug interaction and duplication of therapy.

Consults with members of the therapeutic team in matters relating to drug activity, dosage, variations, potential drug interactions, laboratory values, and compliance with prescribed drug therapy.

Reviews reports on drug usage, inventory records, daily prescriptions, and changes in institutional population and regulatory requirements.

Develops pharmacy department operating policies and procedures and assures they are enforced and in compliance with state and federal guidelines and standards.

Oversees the expenditure of the pharmacy drug budget and co-ordinates the Department of Human Services and Health Department portion of the State of Iowa Group Drug Contract with General Services and the University of Iowa Hospitals.

Assists General Services purchasing term in reviewing purchase orders for compliance with the Iowa Drug Contract.

Develops/reviews clinical pharmacy programs and proposals either for approval or for recommendation to the appropriate clinician or committee.

Makes decisions regarding staffing patterns, work distribution, operating budget, organizational structure, and compliance with accepted professional pharmacy standards.

Serves as liaison with other departments in the institution and represents the pharmacy on selected committees (e.g., Administrative Planning, Infections Control and Pharmacy Therapeutics) and serves as a member of the Association of Department of Human Services Pharmacists.

Prepares drug usage and inventory records and reports indicating potential ways of reducing the cost of drugs, and the inventory of alcohol, controlled substances and other drugs which are subject to abuse or require special security measures.

**COMPETENCIES REQUIRED**

Knowledge of the procedures followed in compounding, filling, labeling, and dispensing prescription medications to residents and to institutional employees.

Knowledge of the various drugs and other agents used in compounding and dispensing medications as well as other supplies required for storage and administration of medication such as syringes, I.V. set ups, medication carts and cabinets.

Knowledge of pharmaceutical calculations, of medical terms and abbreviations, classification of drugs according to their pharmacological action and dosage, of the use of weights and measures, and of other dispensing devices.

Knowledge of institution or hospital procedures.

Knowledge of supervisory principles and techniques.

Knowledge of the methods and techniques of interviewing.

Knowledge of the general management principles, techniques and methods.

Ability to effectively communicate orally and in writing.

Ability to compute pharmaceutical calculations.

Ability to analyze pharmacy operational reports/records for setting long/short term goals and objectives.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited college or university with a degree in pharmacy and completion of a Pharmacy internship and experience equal to two years of full-time work as a pharmacist;

OR

employees with current continuous experience in the state executive branch that includes experience equal to 12 months of full-time work as a Pharmacist.

#### **NECESSARY SPECIAL REQUIREMENTS**

Licensure as a registered pharmacist by the State of Iowa.

Effective Date: 2/99 JG