UNIVERSITY OF SOUTHERN CALIFORNIA

Supervising Pharmacist

Job Code: 187411

Grade: HI
OT Eligible: No
Comp Approval: 9/9/1993

JOB SUMMARY:
Supervises pharmacy staff involved in the dispensing of medications in accordance with federal and state laws and regulations.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

______ Hires, trains and supervises staff. Assigns, prioritizes and schedules work. Assesses performance and provides feedback. Counsels or disciplines, as needed.

______ Dispenses medications according to state and federal laws and regulations. Counsels on prescriptions.

______ Provides information to patients and to medical and nursing staff regarding medications.

______ Oversees the purchase and maintenance of pharmacy inventory stock.

______ Monitors and balances pharmacy budget. Receives and approves invoices for payment.

______ Completes insurance forms and other required paperwork. Maintains logs.

__E___ Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential: 

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee’s department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.
JOB QUALIFICATIONS:

Minimum Education:
   Bachelor’s Degree

Minimum Experience:
   3 Years

Minimum Field of Expertise:
   Pharmacy/California State License

Preferred Education:
   Doctorate

Preferred Experience:
   5 Years

Supervises: Level:
   Supervises employees who do not supervise

Supervises: Nature of Work:
   Professional/Paraprofessional

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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