



PO BOX 649 FORT DEFIANCE, AZ 86504 PHONE: 928.729.8000 FAX: 928.729.8019 WEBSITE: WWW.FDIHB.ORG
A FACILITY OF FORT DEFIANCE INDIAN HOSPITAL BOARD, INC.

INPATIENT PHARMACY SUPERVISOR

Position Description

Division:	Medical
Department:	Pharmacy
Job Code:	
Salary Range:	Dependent on Experience
Hours/week:	40
Type of Position:	Regular Full-time

Reports to (title):	Chief of Pharmacy
Job Location:	Tséhootsooí Medical Center
Supervises:	Yes
Classification:	Exempt
Effective Date:	March 28, 2010
Revised Date:	July 31, 2019

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees at the Fort Defiance Indian Hospital Board, Inc. (FDIHB) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare industry.
- Interact in an honest, trustworthy and dependable manner with patients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Maintain a current insurable driver's license.

POSITION PURPOSE

The purpose of this position is to provide direct oversight of pharmacy personnel, scheduling, medication dispensing programs, automation and inventory to ensure effective, timely provision of inpatient pharmacy services in accordance with policies and guidelines, professional principles, applicable laws and quality assurance program requirements.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

Supervisory Duties and Responsibilities:

- Reports on expected time of completion of work, and maintains records of work accomplishments and time expended and prepares reports as requested.
- Collaborates with the Chief of Pharmacy in the performance evaluation of team members including work accomplishments, problems, progress in mastering tasks and work processes, and individual and team training needs.
- Researches, learns and applies a wide range of qualitative and/or quantitative methods to identify, assess, analyze and improve team effectiveness, efficiency and work products.
- Keeps employees informed of procedures, policies, directives, employee benefits, available services, latest program developments and/or changes and employee activities.
- Shares with the team, assignments, projects, problems to be solved, actionable events, milestones, and/or program issues under review, and deadlines and time frames for completion.
- Distributes and balances the workload among employees in accordance with established workflow. Assures timely accomplishment of the assigned workload.

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- Instructs employees in specific tasks and job techniques and maintains program and administrative reference materials and supplies available; maintains current knowledge to answer questions from team members on procedures, policies, directives, etc.
- Coordinate scheduling of inpatient pharmacy staff to ensure appropriate coverage of all shifts.
- Management of day-to-day inpatient pharmacy operations with supervision of pharmacists, pharmacy technicians and pharmacy support staff.
- Review and approve leave requests and perform annual performance reviews per Human Resource policy.
- Prepare a fiscal year budget including forecast of expenditures for of equipment preventive maintenance contracts, equipment replacement/upgrades, pharmacy staff and miscellaneous pharmaceutical related device and storage components.
- Ensure compliance with applicable federal, state and tribal laws and regulations pertaining to pharmacy services, including the U.S. Drug Enforcement Agency, United States Pharmacopeia and other regulatory agencies.
- Review inpatient pharmacy-related policy annually and is responsible for policy maintenance and/or development as related to pharmaceutical services facility wide.
- Evaluate the impact of pharmacy services through a planned program of quality assurance that meets the standards of the Center for Medicaid and Medicare Services.
- Participation in pharmacy and hospital administrative meetings as assigned.
- Serve as Acting Chief of Pharmacy Services when delegated.

Clinical Pharmacy Duties and Responsibilities:

- Perform inpatient pharmacy functions for the full range of pharmaceuticals provided in the medical facility to include controlled, investigational, highly potent, high-alert, look-alike sound-alike, chemotherapeutic and/or other medications requiring special handling.
- Reviews medication records, history and physicals, inpatient progress notes, labs and additional information pertinent to patient care for accurateness, efficacy, potential for drug interactions, potential for adverse reactions, appropriateness and timeliness of treatment for patients admitted to the medical-surgical unit, intensive care unit, pediatric unit, emergency department, surgical department, obstetrics and gynecology unit, and adolescent care unit.
- May order and interpret laboratory tests as appropriate for medication therapy management on the inpatient wards.
- Adjustment of medication based on kinetics, reported drug levels, weight, liver function, and kidney function.
- Evaluation and interpretation (antimicrobial stewardship) of culture and sensitivity reports, and recommendation of appropriate antibiotics.
- Provides patient medication counseling and teaching upon discharge from hospital.
- Compounding (or overseeing of compounding) of intravenous medications for use facility-wide. Reviews for appropriateness of intravenous medication; correct dosing, compounding and labeling including rate and concentration; and reviews for compatibility with additionally ordered intravenous admixtures when needed.
- Serve as therapeutic consultant and source of drug information for medical staff and nursing.
- Reconciles patient medication records at admission and upon discharge to ensure completeness of medication list.
- Provide technical support for bar-code medication administration (BCMA) program and equipment as well as electronic health record (EHR) and computerized physician order entry (CPOE).

MINIMUM MANDATORY QUALIFICATIONS

- Experience:
- Five (5) years pharmacy experience.
 - Two (2) years inpatient pharmacy experience.

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- Two (2) years of pharmacy management experience.

- Education:
- Graduation from an accredited college or University with a Doctor of Pharmacy (Pharm.D.).
- Mandatory Knowledge, Skills, Abilities and Other Qualifications:
- Possession of a valid state pharmacy license and maintain licensure by completing necessary Board of Pharmacy requirements for the respective state of licensing.
 - Knowledge of Quality Assurance/Performance Improvement and other Medical staff functions as stipulated by JCAHO or CMS.
 - Ability to guide the inpatient pharmacy team in effective support of performance improvement and quality assessment initiatives.
 - Meets the criteria for Credentialing and Privileging in accordance with the FDIHB Medical Staff Bylaws.
 - Knowledgeable of FDIHB Medical Staff Bylaws and Rules and Regulation, and comply with all requirements for appointment to and maintaining status as active member of the medical staff.
 - Basic knowledge of group dynamics and concepts of conflict resolution.
 - Current BLS certification.
 - A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Successful completion of an ASHP accredited Pharmacy Residency.
- Current ACLS and PALS certification.
- Work experience in a Native American healthcare environment.
- Bilingual skills in English and the Navajo language.

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
- Mental demands: There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

NAVAJO/INDIAN PREFERENCE

FDIHB, Inc. is located within the Navajo Nation and, in accordance with Navajo Nation law, has implemented a Navajo/Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of the Navajo Nation will be given primary preference in hiring and employment for this position and

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members of other federally-recognized Indian tribes will be given secondary preference. Other candidates will be considered only after all candidates entitled to primary or secondary preference have been fully considered.

OTHER

All employees must uphold all principles of confidentiality and patient care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

Disclaimer: *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

REVIEWED BY	Margaret H. Lynch	TITLE	Chief Human Resources Officer
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

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ACKNOWLEDGMENT

I have reviewed the content of the **INPATIENT PHARMACY SUPERVISOR** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date
