

PHARMACIST MANAGER

I. KIND AND LEVEL OF WORK

Managerial pharmaceutical work. An employee in this class is responsible for managing a pharmacy program including fiscal, human, and organizational resources to ensure that program services meet the pharmaceutical needs of patients/clients and comply with all federal and state requirements. This includes planning, organizing, modifying, and directing program operations and managing contracts. An employee in this class collaborates with senior leadership, develops program goals and represents the program in agency strategic planning, and ensures program policies and procedures reflect both legal requirements and current best practices. It also supervises both licensed and unlicensed pharmacy program staff.

II. DISTINGUISHING CHARACTERISTICS

This classification differs from the Pharmacist Supervisor in that the Pharmacist Supervisor is focused on supervising a specific pharmacy-related program or pharmacy operations for a specific location/division. In contrast, the Pharmacist Manager oversees a variety of administrative pharmacy program management functions including agency-wide coordination of program development and implementation and coordination of program activities with other state, federal, and local agencies with related programs. Additionally, the Pharmacist Supervisor is more focused on day-to-day oversight of pharmacy staff, whereas the Pharmacist Manager is responsible for strategic planning, regulatory and compliance work, management of contracts, and management of fiscal operations.

III. EXAMPLES OF WORK/DUTIES

(A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plan, develop, organize, and direct pharmaceutical program operations.

Ensure standardized pharmacy operations meet the pharmaceutical needs of patients/clients, directing modifications to programs/services as necessary.

Develop and present program goals, initiatives, and objectives for strategic planning.

Evaluate and assess pharmacy program functions, implementing policies and procedures that reflect current standards and best practices.

Design, implement, and manage cross-departmental processes and teams to ensure coordination of pharmaceutical program activities.

In collaboration with appropriate medical staff as necessary, establish, modify and maintain agency's drug formulary.

Provide clinical oversight to pharmacists and pharmacy staff. Provide training, strategic direction, and guidance regarding pharmacy program to staff.

Negotiate and manage contracts needed to provide pharmaceutical program services. Provide professional expertise on drug purchasing and pricing.

Manage fiscal operations including determining payment rates and methodologies, developing policies and procedures for claims processing, and overseeing drug rebate programs.

Represent pharmaceutical program operations to internal and external stakeholders (e.g., manufacturers, distributors, regulatory agencies, associations, etc.). Manage internal and external stakeholder relationships.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Modern pharmacology to provide clinical oversight to staff.

Principles and practices of hospital pharmacy operations and pharmaceutical procurement, including systems and data reporting.

State and federal pharmacy regulations and requirements, including billing practices and pharmaceutical benefit programs.

Principles of administrative management sufficient to plan, organize, and direct human and fiscal resources.

Strategic planning sufficient to develop pharmacy program goals, objectives, and priorities.

Project administration sufficient to analyze cost-benefit considerations, design and establish time and cost controls, monitor progress, and evaluate project results.

Skill in:

Formulary management to establish, modify and maintain drug formulary.

The contracting process to develop, evaluate, and manage contracts needed to provide pharmaceutical services/programs.

Human relations sufficient to build networks across state and local agencies; to effectively persuade agency leadership, program recipients and stakeholders; and to deal effectively with complex and often competing relationships on a statewide or national level.

Effective presentation skills to professionally represent the program(s) and address various and diverse external and internal groups, organizations and media.

Ability to:

Evaluate the effectiveness of pharmacy programming and make recommendations for and implement changes. Interpret and evaluate the impact of policy, legislative, and legal changes on pharmaceutical program(s).

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

Possession of a current license to practice pharmacy in the State of Minnesota.

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s):

REVISION HISTORY

Established 07/2024

Revised