



## JOB DESCRIPTION

### Associate Director of Pharmacy Services

**REPORTS TO:** Director of Pharmacy Services

**EDUCATION & EXPERIENCE:** Bachelor's degree in Pharmacy or Doctorate of Pharmacy (PharmD) degree. Valid pharmacist license in the State of Texas. Three years of pharmacist experience, with at least 1 year in a leadership role. Experience with the 340B program and prior work experience in a federally qualified health center (FQHC) is preferred.

**SKILLS:** Excellent verbal and written communication skills. Excellent interpersonal and customer service skills. Excellent time management skills with a proven ability to meet deadlines. Strong analytical and problem-solving skills. Strong supervisory and leadership skills. Ability to prioritize tasks and to delegate them when appropriate. Ability to function well in a high-paced and at times stressful environment. Proficient with Microsoft Office Suite or related software.

#### **PRIMARY DUTIES:**

- Oversee and assist with the day-to-day operations of the pharmacy department.
- Handle and resolve any operational issues that arise.
- Serve as the Pharmacist in Charge at the Waco Family Medicine – Central location.
- Ensure compliance with all pharmacy laws and regulations.
- Act as an advocate for the AIDET framework, fostering an environment of outstanding service excellence within our team and enhancing patient experiences.
- Develop and implement policies and procedures to ensure the safe and effective dispensing of medications and improve operational efficiency.
- Provide leadership, guidance, and training to pharmacy staff, including pharmacists, technicians, and support personnel.
- Monitor pharmacy performance metrics and implement strategies to improve efficiency and cost-effectiveness.
- Collaborate with other healthcare professionals to provide optimal patient care.
- Participate in quality improvement initiatives and regulatory inspections, ensuring adherence to standards of practice and accreditation requirements.
- Provide education and training to pharmacy staff on new medications, technologies, and best practices.
- Stay informed about emerging trends and developments in pharmacy practice and healthcare delivery.

#### **OTHER DUTIES:**

- Other duties as assigned by Director of Pharmacy Services.

#### **PHYSICAL AND MENTAL REQUIREMENTS:**

- Visual and auditory accuracy
- Shift length - 8 hours
- Indoor setting
- Continuous use of computer
- Long periods of sitting and/or standing
- Frequent use of telephone
- Continuous repetitive grasping and manipulation of both hands
- Continuous conversational communication

- Occasional reaching, walking, squatting, bending, kneeling, twisting and climbing
- Occasionally carrying, lifting, pushing and pulling of up to 25 lbs.
- Occasionally working in confined, noisy, dusty areas
- Frequent use of personal car
- Understand/carry out simple/detailed, oral/written instructions
- Memorize and retain instructions
- Read and interpret detailed specifications

**REVIEWED WITH EMPLOYEE:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

4/1/2024