

## Job Template: Pharmacist

<b>Occupational Group</b>	Student Programs/Services
<b>Job Family</b>	Student Health and Welfare
<b>Job Path</b>	Pharmaceutical Services
<b>Job Title</b>	<b>Pharmacist</b>
<b>Job Category: P</b>	<b>Job Level: 7</b>
<b>FLSA Status: E</b>	<b>Job Code: L44000</b>

### **P7: Level Standards**

#### **GENERAL ROLE**

This level is accountable for serving in an expert resource capacity in an area of specialization. Positions at this level are not reflective of the majority of the workforce, but instead the most complex functions within an area of specialization.

Incumbents:

- Serve in a subject leader and consultative capacity within an area of expertise.
- Provide analytical, technical, and advisory support to leaders and decisions makers within the same disciplinary track.
- Lead projects or initiatives within the specific area of expertise, to include leading vendors or cross-functional departments or teams.
- Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities as needed.
- Set project objectives, immediate- and/or long-term, as a means to fulfill project initiatives.

#### **INDEPENDENCE AND DECISION-MAKING**

##### *→ Supervision Received*

- Works under general direction.
- Seeks assistance only when unique situations arise, coupled with financial impact to the division and political consequence.

##### *→ Context of Decisions*

- Work is focused on and regulated by specific department/division goals and milestones.

##### *→ Job Controls*

- Act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the department and division objectives and missions.
- Subject to managerial controls through conferences, review of reports, and occasional on-site visits or check-ins.

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- Managerial controls are exercised on the incumbent for matters of intermediate- and long-range planning, budgetary, and human resources based matters.

### COMPLEXITY AND PROBLEM SOLVING

#### → *Range of issues*

- Problems are unique and unexpected.
- Challenges for problems arise due to lack of precedent.

#### → *Course of Resolution*

- Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches with broad impacting effects.
- Problem resolution should regularly require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

#### → *Measure of Creativity*

- Incumbents are regularly required to develop new methods/methodology for evaluation and implementation plans for new initiatives.

### COMMUNICATION EXPECTATIONS

#### → *Manner of Delivery and Content*

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

### SCOPE AND MEASURABLE EFFECT

- Serve as an expert on specific subject matter evidenced by regularly researching and producing reports (e.g., white papers) on technical matters of systematic importance and consulting with managers throughout the division/University on specific issues in the position's area of expertise.
- Actions regularly affect a departmental outcome with division-wide impact.

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- Actions have a direct impact on controlling such things as project scope, team size and nature of assignments, operating budget, etc.
- Actions may have high-risk financial, compliance, political, or safety implications.
- Performance results tend to be related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

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### Job Template

#### GENERAL SUMMARY

Safely and accurately dispenses prescription and over-the-counter medications. Provides comprehensive medication counseling to students and drug information to clinical staff.

#### REPORTING RELATIONSHIPS AND TEAMWORK

Works under limited supervision of a supervisor or manager.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Fills prescriptions for students and provides comprehensive medication counseling. Monitors for allergies, contraindications, and drug interactions.
- Counsels patients to ensure an understanding of the therapeutic plans, the appropriate use of medication, and the benefits and risks of such plans.
- Ensures that medications are labeled appropriately and that products are delivered to patients in a timely, safe and efficient manner.
- Collaborates with physicians, nurse practitioners, and patients as needed to establish therapeutic objectives. Recommends and advises on appropriate drug entities, dosages, and dosage schedules.
- Serves as a clinical resource for pharmaceutical related questions from providers, nurses, trainers, and students.
- Prepares medication for patient use according to current standards of practice in the profession of pharmacy.
- Maintains control records on drugs received and dispensed. Utilizes perpetual inventory for class II medications. Prepares all reports as required.
- Performs semi-annual physical inventory of pharmacy stock and prepares associated reports. Maintains secured medication inventories within and outside the pharmacy
- Obtains student insurance information and resolves prescription insurance rejections; bills third party prescription insurance carriers on behalf of patients.
- Makes recommendations regarding pharmacy policies and procedures.

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- Counsels patients and serves as resource to clinicians on a variety of health and wellness issues.
- Assists in hiring, training, supervising, and evaluating pharmacy interns and experiential learners.
- Collaborates with the Department of Public Health and maintains records per federal and state mandates.
- Participates in various Student Health and Wellness in-service continuing education programs, committees, and advisory groups.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS**

- PharmD or equivalent qualification
- Connecticut Pharmacist License
- Immunization Certification
- CPR Certification
- One to two years of experience as a practicing pharmacist.

### **COMPETENCIES**

#### **Knowledge of:**

- Clinical pharmacology including pharmacodynamics, pharmacokinetics, and drug-drug interactions
- Principles and practices of employee supervision
- The wellness needs of students in an academic setting
- Microsoft Office and related software applications

#### **Skill in:**

- Inventory management
- Planning and organization
- Understanding students and fostering student success
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

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### **Ability to:**

- Follow established protocols, guidelines, and regulations in the dispensing of medications
- Communicate effectively through both oral and written means
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Navigate insurance protocols and prior-authorizations
- Educate and counsel students, patients, and their families as needed
- Make recommendations regarding additions, deletions, and changes to drug formulary
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to direct supervisor

## **Job Template: Pharmacist and Ancillary Services Manager**

<b>Occupational Group</b>	Student Programs/Services
<b>Job Family</b>	Student Health and Welfare
<b>Job Path</b>	Pharmaceutical Services
<b>Job Title</b>	<b>Pharmacist and Ancillary Services Manager</b>
<b>Job Category: M</b>	<b>Job Level: 7</b>
<b>FLSA Status: E</b>	<b>Job Code: L44001</b>

### **M7: Level Standards**

#### **GENERAL ROLE**

This level is accountable for providing management of a moderate- to notably-sized department charged with providing a variety of cross-disciplinary services. Incumbents should have oversight of professional and non-professional staff, as well as business and/or administrative operations. Positions at this level do not exclusively serve as the supervisory level to only student employees.

Incumbents:

- Modify practices and procedures to improve efficiency and quality of service delivered by subordinate staff.
- Research and apply better ways to effectively achieve end results by, for example, arranging/rearranging the way work is performed, changing elements of processes, and adding or deleting new or unnecessary capabilities/functionalities for subordinate staff, as needed.
- Set staff objectives, immediate- and/or long-term, as a means to fulfill departmental or division initiatives.
- Provide analytical, technical, and advisory support to more senior members within the same disciplinary track
- May determine how to achieve directives set by directors, at a department level.

#### **INDEPENDENCE AND DECISION-MAKING**

→ *Supervision Received*

- Works under general direction.
- Seeks assistance only when unique situations arise, coupled with financial impact to the division, and political consequence.

→ *Context of Decisions*

- Work is focused on and regulated by specific division goals and milestones.

→ *Job Controls*

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- Incumbents act based on own judgement as long as actions adhere to division policies and operating procedures, and remain focused on the division and departmental objectives.
- Subject to managerial controls through conferences, review of reports, and occasional departmental visits.
- Managerial controls are exercised on incumbents for matters of policy development and coordination, intermediate- and long-range planning, budgetary, and human resources based matters.

### **COMPLEXITY AND PROBLEM SOLVING**

#### *→ Range of issues*

- Problems are unique and unexpected.
- Challenges for problems arise due to lack of precedent or policy at a division or University level.

#### *→ Course of Resolution*

- Problems require response/adaptation to changing conditions or circumstances, necessitating enterprise and new approaches.
- Problem resolution should frequently require collaboration and coordination with units internal to the division, with occasional collaboration and coordination outside the division.

#### *→ Measure of Creativity*

- Incumbents are required to develop new policy for approval and conceptualize an implementation plan for new procedures or processes due to the new policy.

### **COMMUNICATION EXPECTATIONS**

#### *→ Manner of Delivery and Content*

- Deliver statements and information in a combined persuasive and motivational fashion to subordinate staff, departmental and University administrators, and the campus community as a whole.

### **SCOPE AND MEASURABLE EFFECT**

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- Manage a department of notable size, complexity, and significance that, in part, directly affects how well the organization to which the department belongs operates.
- Actions regularly affect a department or a project outcome with division-wide impact.
- Actions generally have a direct impact on controlling such things as program scope, staff size and nature of work, scope of services, operating budget, etc.
- Actions may have high-risk financial, compliance, political or safety implications.
- Performance results tend to related to efficiency, degree of waste/cost overruns, quality/continuous improvement, timeliness, resource allocation/effectiveness, etc.

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### Job Template

#### GENERAL SUMMARY

Provides comprehensive medication counseling to students, accurately dispensing appropriate prescription and over-the-counter medications. Serves as a clinical resource by providing drug information to the clinical staff. Supervises pharmacy, radiology, and phlebotomy staff and ensures compliance with federal, state, and department regulations.

#### REPORTING RELATIONSHIPS AND TEAMWORK

Works under direction of a supervisor or manager. Serves a lead worker to employees who perform similar functions.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The intent of this section is to list the primary, fundamental responsibilities of the job – that is, the duties that are central and vital to the role.*

- Supervises the work of assigned personnel, including assigning and reviewing work, providing guidance, and conducting performance evaluations.
- Fills prescriptions for students and provides comprehensive medication counseling. Monitors for allergies, contraindications, and drug interactions.
- Counsels patients to ensure an understanding of the therapeutic plans, the appropriate use of medication, and the benefits and risks of such plans.
- Ensures that medications are labeled appropriately and that products are delivered to patients in a timely, safe, and efficient manner.
- Collaborates with physicians, nurse practitioners, and patients as needed to establish therapeutic objectives. Recommends and advises on appropriate drug entities, dosages, and dosage schedules.
- Serves as a clinical resource for pharmaceutical related questions from providers, nurses, trainers, and students. Obtains student insurance information and resolves prescription insurance rejections; bills third party prescription insurance carriers on behalf of patients.
- Maintains control records on drugs received and dispensed. Prepares all reports as required.
- Performs and manages semi-annual physical inventory of pharmacy stock and prepares associated reports. Ensures the security of the drug product inventory.

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- Maintains prescription and over the counter inventory for pharmacy department as well as secured medication inventories outside the pharmacy.
- Utilizes State contracts and State programs to obtain supplies for pharmacy, radiology, and phlebotomy.
- Oversees pharmacy, radiology, and phlebotomy staff, experiential learners, and interns. Ensures staff compliance with Federal and State regulations. Creates and maintains policies and procedures for pharmacy, radiology, and phlebotomy.
- Works with Health and Welfare financial department to optimize pharmacy services.
- Participates in various Student Health and Wellness in-service continuing education programs, committees, and advisory groups.
- Performs related work as required.

### **MINIMUM QUALIFICATIONS**

- Pharm D or equivalent qualification
- Connecticut Pharmacist License
- Immunization Certification
- CPR Certification
- Four to five years of experience as a practicing pharmacist.

### **COMPETENCIES**

#### **Knowledge of:**

- Clinical pharmacology including pharmacodynamics, pharmacokinetics, and drug-drug interactions
- Applicable state and federal regulations for pharmacy, phlebotomy, and radiology services
- State and University contracts and procurement policies
- Human Resources protocols and Union regulations
- Principles and practices of employee supervision
- The wellness needs of students in an academic setting
- Microsoft Office and related software applications

#### **Skill in:**

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- Inventory management
- Planning and organization
- Understanding students and fostering student success
- Developing and maintaining effective and appropriate working relationships
- Critical thinking, problem solving and analysis

### **Ability to:**

- Write protocols and reports in a clear and precise formats
- Communicate effectively through both oral and written means
- Educate providers and staff as needed and make educational presentations
- Respect diversity and work collaboratively with individuals of diverse cultural, social and educational backgrounds
- Navigate insurance protocols and prior-authorizations
- Educate and counsel students, patients, and their families as needed
- Maintain the confidentiality of information and professional boundaries
- Work independently to analyze available information, draw conclusions and understandings, and present such conclusions effectively to direct supervisor
- Manage department staff, projects, objectives, and operations.