



Detroit Medical Center
Wayne State University

JOB POSTING SUMMARY

Title: Manager, Pharmacy Services

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Job Code: 0TA06

Date: 01/97

Summary Description

Manages the personnel and operational activities of the pharmacy services function for assigned location. Identifies the need for policy development and/or revision, defines policies in collaboration with higher level management input, goals and objectives. Oversees or directs the development and/or revision of department procedures/protocols. Approves procedures/protocols and/or seeks other departmental approvals as appropriate. Develops, monitors and revises functional processes. Provides input into the development and revision of organizational structure for function. Approves personnel actions such as hires, fires, disciplines, etc. Ensures the timely completion of performance appraisals. Develops current to intermediate goals and measures for the department. Measures and assesses performance. As requested, assists in long range goal development. Assists in development of and monitors budget.

Supports the standards set forth in the DMC's Code of Conduct by creating an atmosphere of commitment to legal and ethical standards, and as directed, implementing external and internal audit recommendations. Monitors activities to ensure compliance with applicable laws, regulations JCAHO requirements, and DMC policies and procedures.

Monitors activities for and ensures compliance with laws, government regulations, JCAHO requirements and DMC policies. As directed, implements external and internal audit recommendations. Ensures hospital departments achieve objectives for diversity of their suppliers.

Minimum Qualifications

1. Bachelor's degree in Pharmacy. Doctor of Pharmacy degree or Master's degree in Pharmacy or Business Administration and/or postgraduate residency training and/or additional coursework in Business Administration preferred.
2. Two to three years progressively more responsible experience as a Staff Pharmacist including demonstrated leadership ability, preferably in a healthcare setting.
3. Current licensure as a Pharmacist by the State of Michigan.

Skills Required

1. Analytical ability to create solutions to difficult administrative, technical or human situations, to anticipate and resolve a broad range of issues and concerns on multiple, sometimes unrelated topics,



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to determine the need for process development and refinement, to independently evaluate situations and outline ramifications of multiple solutions or options, to recommend goals for a function/area and understand when intervention in current work processes must occur to ensure successful delivery of service.

2. Communication and/or interpersonal skills for contact with internal and external customers/stakeholders to obtain and interpret a variety of information based on knowledge of departmental practices, DMC policies and programs and specific technical and regulatory knowledge. Discretion must be exercised in deciding what and how to communicate. Conflict resolution skills must be exercised where policy issues are concerned both within the functional area and interdepartmentally. Diplomacy, tact and listening skills are required. Ability to read, interpret and write technical materials.
3. Project management skills including the ability to define program, project, or process objectives, identify stakeholders and their interests, plan steps, coordinate and allocate human, technological and fiscal resources to accomplish goals and objectives in a resourceful yet timely manner.
4. Leadership skills including demonstrated willingness to pursue leadership roles with increasing levels of accountability, comfort with decision-making responsibilities, coaching, teaching and counseling skills, and the ability to inspire and build confidence in others and to forge alliances and garner support.
5. Technical knowledge of the provision of pharmacy services and processes.

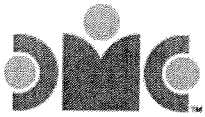
Patient Age Statement	Applies:		Does not Apply:	X
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■ Employees with Patient Contact

Based on observation, demonstrated knowledge and skills necessary to provide care appropriate to the age of the patients serviced on assigned unit(s). Demonstrated knowledge includes principles of growth and development over each patient's life span. Provides care needed as described in department policies and procedures.

■ Nursing/Patient Care

Based on observation, demonstrated knowledge and skills necessary to provide care appropriate to the ages of the patients serviced on assigned unit(s). Demonstrated knowledge includes principles of growth and development over each patient's life span. Possesses ability to assess data reflective of each patient's status and interprets appropriate information needed to identify each patient's age-specific requirements. Provides care needed as described in department policies and procedures.



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Working Conditions:	NA			
Reporting Relationships:	As assigned			
Pay Grade and Range:	Pay Grade	Minimum	Midpoint	Maximum
	994			
Hourly/Salaried:	Salaried			
Job Family:		Clerical/Technical	Leadership	
	X	Professional/Administrative	Union	

Please note that the primary purpose of this job posting summary is to set a rate of pay for this job classification. Only those duties and responsibilities necessary for proper job evaluation and labor market analysis have been included. Other duties and responsibilities will be assigned by the supervisor.