

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF PHARMACY SERVICES

Basic Purpose:

Under general direction, plans, organizes, and directs all phases of the central pharmacy program and central pharmacy and medical supply operations.

Typical Functions:

- Plans, coordinates, organizes, and supervises the pharmacy and medical supply functions for the department.
- Develops and implements policies and procedures and standards concerning the operation of a central pharmacy and medical supply unit; keeps abreast of new developments in the field of pharmacy and advises physicians of drugs available and the use of alternate drugs.
- Supervises pharmacists and pharmacy technicians assigned to the central pharmacy and medical supply unit.
- Previews, recommends, and/or prepares departmental policies and procedures for the effective and coordinated operations and services of the central pharmacy and medical supply unit.
- Ensures compliance with federal, state, and Board of Pharmacy rules and regulations as well as with other relevant licensing bodies.
- Interviews, selects, hires, and maintains competent staff members to accomplish goals and objectives of the department's central pharmacy program and central pharmacy and medical supply operations.
- Gives direction and participates in maintaining inventories and supplies adequate to the function of the central pharmacy and the central pharmacy and medical supply unit.
- Serves and represents the agency on various committees.

Knowledge, Skills, and Abilities:

Knowledge of state and federal laws and regulations governing dispensing medication; of the composition, properties, manufacture, and use of drugs, their pharmacologic

Oklahoma Department of Corrections
Unclassified Job Descriptor

DIRECTOR OF PHARMACY SERVICES

action, and procedures of testing for purity and strength; of compounding, filling, labeling, storing, and distributing medications; of supervisory styles and techniques; and of procedures for ordering, receiving, and shipping of supplies. Ability to manage a pharmacy department and to maintain inventory levels of pharmaceutical and medical supplies; and to establish and maintain effective working relationships.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Possession of a valid license to practice pharmacy in the state of Oklahoma and five (5) years of professional level pharmacy experience, including two (2) years of administrative or management experience.