

## VACANCY POSTING

<b>POSITION TITLE:</b>	<b>Director of Pharmacy Services</b>	<b>STATUS:</b>	<b>Exempt Full-Time</b>
<b>DEPARTMENT:</b>	<b>UMIT Health Services</b>	<b>SALARY:</b>	<b>Negotiable</b>
<b>SUPERVISOR:</b>	<b>Medical Director</b>	<b>POSTING:</b>	<b>April 18, 2024</b>
		<b>CLOSING:</b>	<b>Until Filled</b>

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### POSITION DESCRIPTION

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#### JOB SUMMARY:

The Director of Pharmacy will oversee all aspects of pharmacy operations. The position will be responsible for maintaining high standards of patient care, ensuring compliance with legal and regulatory requirements, managing pharmacy staff, and optimizing pharmacy services to meet the needs of patients and healthcare providers. The Director of Pharmacy will collaborate with various departments and stakeholders to develop and implement strategies that enhance the efficiency and effectiveness of the pharmacy department.

#### MAJOR DUTIES & RESPONSIBILITIES:

##### Director of Pharmacy

- Develop and implement pharmacy policies, procedures, and protocols in compliance with federal and state regulations and industry standards.
- Oversee medication procurement, storage, and distribution, ensuring accurate inventory management, and safe medication practices.
- Collaborate with healthcare providers to ensure appropriate medication therapy and promote medication safety.
- Lead and manage pharmacy staff, including hiring, training, and performance evaluations, to ensure a competent and motivated team.
- Develop and manage the department budget, monitor financial performance, and implement cost-saving measures while maintaining quality patient care.
- Coordinate and participate in quality improvement initiatives, such as medication safety programs, adverse event reporting, and medication utilization evaluations.
- Stay updated with current trends, advancements, and regulatory changes in pharmacy practice to ensure compliance and provide expert advice to healthcare providers.
- Foster effective communication and collaboration with other departments and healthcare professionals to optimize patient outcomes.
- Oversee the implementation of pharmacy information systems, automation, and technology solutions to enhance efficiency and accuracy in medication management.
- Prepare and present reports to the executive leadership team, providing analysis and recommendations to improve pharmacy services and meet organizational goals.

#### QUALIFICATION REQUIREMENTS:

- Strong leadership and managerial skills to lead and motivate a team of pharmacy professionals.
- Excellent communication and interpersonal skills to effectively collaborate with various stakeholders, including healthcare providers, patients, and administrative staff.
- In-depth knowledge and understanding of pharmaceutical principles, drug therapy, and medication management practices.

- Proficiency in pharmacy information systems and technology to optimize pharmacy operations and enhance patient safety.
- Analytical and problem-solving skills to identify and resolve complex pharmacy-related issues.
- Ability to prioritize and manage multiple tasks in a fast-paced environment while maintaining attention to detail and accuracy.
- Excellent organizational and time management skills to meet deadlines and manage competing priorities.
- Knowledge of relevant regulations and accreditation standards (e.g., Joint Commission, CMS) pertaining to pharmacy practice.
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**EDUCATION and/or EXPERIENCE:**

- Doctor of Pharmacy (PharmD) degree from an accredited school of pharmacy.
- Current and active pharmacist license.
- Minimum of 5 years of experience in a pharmacy leadership role, preferably in a healthcare setting.
- Knowledge and experience with pharmacy operations, medication safety, and regulatory compliance.
- Experience with electronic health records (EHR) and pharmacy information systems.
- Strong understanding of financial management and budgeting.
- Professional certification, such as Board Certification in Pharmacotherapy (BCPS), is desirable but not mandatory.

**Upper Mattaponi Indian Tribe  
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***NOTICE: Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tribe is an Equal Opportunity Employer (EOE).***