



## Career Service Authority

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### Lead Pharmacist

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs lead-work over an assigned shift or outlying pharmaceutical operation and dispenses medications, drugs, and other pharmaceuticals as needed for adequate inpatient/outpatient care according to professional standards.

#### **DISTINGUISHING CHARACTERISTICS**

This classification is located at Denver Health Medical Center and is being maintained for promotional purposes.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

***Level of Supervision Exercised:***

Performs lead work

**ESSENTIAL DUTIES**

Assumes responsibility for a shift or outlying pharmaceutical operation as assigned which includes monitoring daily activity, resolving personnel and patient problems, providing recommendations regarding performance evaluations of all personnel assigned, and assisting in hiring and discipline as well as performing as a pharmaceutical clinician.

Assists in staff training to provide cross training and specific job related training to employees.

Advises patients, family and medical and nursing staff on use of various medications including dosage, side effects, drug interactions and composition.

Monitors drug therapy for potential drug-drug, drug-food and drug-disease interactions. Performs as a consultant on medication related issues and assists in coordinating the drug utilization program at Denver General Hospital.

Assists in ensuring that the pharmacy is stocked with essential drugs and pharmaceuticals.

Compounds, labels and packages medications and pharmaceuticals, and ensures delivery of quality pharmacy services.

Ensures all legal and professional pharmacy requirements are adhered to.

Dispenses medications and acts as a professional pharmacist.

Interprets and clarifies orders for all types of medications. Researches drug information requests and responds promptly.

Consults with and advises medical staff regarding utilization of drugs and pharmaceuticals and monitors drug therapy as assigned by medical staff. Suggests alternative drug therapy when appropriate.

Maintains established departmental policies and procedures, quality assurance programs, safety, environmental and infection control standards.

By position, performs as a consultant on medication related issues.

Provides information and advice to patients, medical and nursing staff concerning medications.

Enhances professional growth and development through participation in educational programs, receiving current literature, and attending in-service meetings and workshops.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Chemistry** - Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

**Medicine and Dentistry** - Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.

**Biology** - Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

**Integrity/Honesty** - Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action; is trustworthy.

**Oral Communication** - Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

**Problem-Solving** - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

**Written Communication** - Expresses facts and ideas in writing in a succinct and organized manner.

**Reading** - Understands and interprets written material, including technical information, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written materials to specific situations.

**Technical Competence** - Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Leadership** - Interacts with others to influence, motivate, and challenge them; adapts leadership styles to a variety of situations.

**Flexibility** - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

**Leading a Diverse Workforce** - Implements diversity policies for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

**Managing Human Resources** - Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately utilized and developed, and are treated in a fair and equitable manner.

**Interpersonal Skills** - Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are difficult, hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

**Reasoning** - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Self Management** - Sets well-defined and realistic personal goals; displays a high level of initiative, effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

**Teamwork** - Encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

**Physical Demands** (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Carrying: transporting an object, usually by hand, arm or shoulder.

Eye/Hand/Foot Coordination: performing work through using two or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Fingering: picking, pinching or otherwise working with fingers.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Hearing: perceiving the nature of sounds by the ear.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive Motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot on uneven surfaces.

### **Working Environment:**

Contact with patients under wide variety of circumstances.

Exposed to explosive chemicals, gases and low level radiation

Exposed to infections and contagious disease

Exposed to patient elements

Exposed to unpleasant elements (accidents, injuries and illness)  
Exposure to toxic chemicals  
Handles absentee replacement on short notice  
Handles emergency or crisis situations  
Requires judgment/action which could result in death of patient  
Subject to electrical and radiant energy hazards  
Subject to long irregular hours  
Subject to many interruptions  
Subject to varying and unpredictable situations

***Education Requirement:***

Bachelor's degree in Pharmacy

***Experience Requirement:***

One year of experience in a hospital pharmacy or prescription clinic

***Education/Experience Equivalency:***

None

***Licensure and/or Certification:***

Licensed by the State of Colorado Board of Pharmacy Registration (R.Ph.) at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Jean Canfield

***REVISED DATE:*** 11/01/2009

***REVISED BY:*** Blair Malloy

***CLASS HISTORY*** 11/2009 - This class was revised, competencies and distinguishing characteristics added, and placed in new template.