# POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

<table>
<thead>
<tr>
<th>2. Employee's Name (Last, First, M.I.)</th>
<th>8. Department/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MDHHS-HAWTHORN CTR NORTHVILLE</td>
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<table>
<thead>
<tr>
<th>3. Employee Identification Number</th>
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<thead>
<tr>
<th>4. Civil Service Position Code Description</th>
<th>9. Bureau (Institution, Board, or Commission)</th>
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<tbody>
<tr>
<td>State Assistant Administrator</td>
<td>State Hospitals and Behavioral Health Administrator</td>
</tr>
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<thead>
<tr>
<th>5. Working Title (What the agency calls the position)</th>
<th>10. Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmacy Director</td>
<td>Hawthorn Center</td>
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<table>
<thead>
<tr>
<th>6. Name and Position Code Description of Direct Supervisor</th>
<th>11. Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>MELLOS, GEORGE E; PSYCHIATRIST DIRECTOR-3 22</td>
<td>Pharmacy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Name and Position Code Description of Second Level Supervisor</th>
<th>12. Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>KELLY, CYNTHIA L; SENIOR MANAGEMENT EXECUTIVE 19</td>
<td></td>
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</table>

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<thead>
<tr>
<th>13. Work Location (City and Address)/Hours of Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>18471 Haggerty Road, Northville, MI / 8 am - 5 pm; Monday - Friday</td>
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<tr>
<th>14. General Summary of Function/Purpose of Position</th>
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The Pharmacy Director is responsible for supervising and directing pharmacy processes, ensuring the efficient and timely dispensing of medications to the patients of the facility, while ensuring compliance with all relevant laws of the State Board of Pharmacy.
15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty. List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.
### Duty 1
**General Summary:**
Percentage: 40

The Pharmacy Director is responsible for dispensing prescriptions by following standard operating procedures for receiving, filling, and dispensing medication.

**Individual tasks related to the duty:**
- Provide exceptional customer service to all patients and members of the hospital staff.
- Fill new prescriptions and refills of medications using various forms of compliance packaging.
- As primary contact between the pharmacy and the clinic, maintain excellent relations with the medical director, case managers and other clinic staff, and provide drug consultation services when required.
- Checks filled unit dose medication carts on a weekly basis.
- Fills medication requisitions to each living area.
- Maintains emergency medications (crash carts).
- Maintains electronic medication profiles on each patient.

### Duty 2
**General Summary:**
Percentage: 30

Performs Pharmacy administrative duties.

**Individual tasks related to the duty:**
- Develop and implement written policies and procedures for the Pharmacy.
- Ensure that polices and Federal and State laws and regulations in all prescription-related issues, including HIPAA, are followed.
- Ensure that all control drug policies and procedures as required by State, Federal and Department guidelines are followed.
- Evaluate and improve the Pharmacy and Therapeutic Manual on an annual basis.
- Performs monthly nursing area inspections.
- Assist with in-service trainings as needed.
- Maintains pharmacological knowledge by attending educational workshops; reviewing professional publications; establishing personal networks, etc.

### Duty 3
**General Summary:**
Percentage: 20

Performs duties related to Inventory Control.

**Individual tasks related to the duty:**
- Developing a system of inventory record keeping and control to detect any shortages or discrepancies in controlled substances.
- Establish written procedures for the safe and effective distribution of pharmaceuticals and the detection of discrepancies in controlled substances records.
- Order controlled substances.
- Maintains controlled substance/DEA records.
- Performs an inventory of C-II controlled substances monthly.
- Maintains inventory of all medication including a separate inventory of controlled substances.
- Assures proper storage of all medications.

### Duty 4
**General Summary:**
Percentage: 10

Other duties as assigned.

**Individual tasks related to the duty:**
- Perform duties associated with the Pharmacy and Therapeutic Committee including integrated safety systems performance improvement activity.
- Oversee pharmacy staff.
- Comply with request/mandates required by regulatory/accrediting bodies.
- Perform patient billing.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.
17. Describe the types of decisions that require the supervisor's review.

Drug purchases

Changes in medication process

Request for contractual services

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Standing frequently, lifting and reaching periodically.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

<table>
<thead>
<tr>
<th>NAME</th>
<th>CLASS TITLE</th>
<th>NAME</th>
<th>CLASS TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>VANEK, ERIC C</td>
<td>PHARMACY ASSISTANT-FZN E8</td>
<td>GARDNER, ZANETTA M</td>
<td>PHARMACY ASSISTANT-FZN E8</td>
</tr>
<tr>
<td>VACANT</td>
<td>PHARMACIST-A</td>
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Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

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</thead>
<tbody>
<tr>
<td>Y</td>
<td>Complete and sign service ratings.</td>
<td>Y</td>
<td>Assign work.</td>
</tr>
<tr>
<td>Y</td>
<td>Provide formal written counseling.</td>
<td>Y</td>
<td>Approve work.</td>
</tr>
<tr>
<td>Y</td>
<td>Approve leave requests.</td>
<td>Y</td>
<td>Review work.</td>
</tr>
<tr>
<td>Y</td>
<td>Approve time and attendance.</td>
<td>Y</td>
<td>Provide guidance on work methods.</td>
</tr>
<tr>
<td>Y</td>
<td>Orally reprimand.</td>
<td>Y</td>
<td>Train employees in the work.</td>
</tr>
</tbody>
</table>

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

Position is responsible for overseeing the pharmacy process and the dispensing of medication to patients.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New.

25. What is the function of the work area and how does this position fit into that function?

Hawthorn Center is an inpatient psychiatric hospital for children/adolescents and this position is the sole pharmacist responsible for dispensing prescribed medications and providing pertinent material on drugs to staff.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a bachelor's degree in any major. Bachelor's degree in pharmacy preferred.

EXPERIENCE:
State Assistant Administrator 15
Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

SPR: Minimum of four years of experience working as a Pharmacist and must be registered in the State of Michigan to practice pharmacy.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices involved in compounding and dispensing of prescriptions.
Thorough knowledge of the calculation of doses and preparation and use of percentage and stock solutions.
Thorough knowledge of stock control and related record keeping.
Ability to fill prescriptions and prepare official drugs and standard medications.
Ability to recognize physical, chemical and therapeutic incompatibilities.
Ability to analyze and understand doctors’ oral and written orders involving standard symbols and technology.
Ability to maintain accurate records and prepare reports and correspondence related to work.
Ability to communicate effectively.

CERTIFICATES, LICENSES, REGISTRATIONS:
Registered in the State of Michigan to practice pharmacy.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

_________________________________________  ________________________________________
Supervisor                                      Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.
none.

I certify that the entries on these pages are accurate and complete.

_________________________________________  ________________________________________
PATTI GLENN                                      1/20/2016
Appointing Authority                                      Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

_________________________________________  ________________________________________
Employee                                      Date