

**Assistant LTC Pharmacy Manager
Job Description**

Name:		Department:	LTC Pharmacy
Title:	Assistant Manager	FLSA:	Exempt
Date:		Reports To:	Manager and Director of Pharmacy

PURPOSE OF POSITION

Under indirect supervision, oversees all aspects of the pharmacy operations, including patient services, administration, and personnel supervision. Provides full range of patient services by filling prescriptions, collaborating with healthcare professionals, and supervising pharmacy technicians, staff pharmacists, and support staff. Assures that all services comply with professional standards and applicable laws. Exercises broad judgment in professional field requiring extensive subject matter knowledge and expertise, while keeping senior management fully informed of operating issues and results.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

1. Interpret written prescriptions, check for drug interactions and allergies, enter prescription and patient data into computer system, and provide prescription information to Pharmacy Technician for filling.
2. Supervise Technicians as the prescriptions are filled and check all work for accuracy.
3. Ensure accurate billing occurs in compliance with the insurance plan, CMS, and board of pharmacy.
4. Serve patients by counseling over the phone and in person.
5. Convey pertinent information regarding how and for how long the medication should be taken.
6. Answer patient's and healthcare professional's questions.
7. Consult with other health care professionals and conducts research as necessary to ensure all services provided are in the best interests of the patient and conform to established professional standards and applicable state laws.
8. Perform all of the duties of the Staff Pharmacist and Pharmacy Technicians as needed.
9. Maintain regular communication with the Manager and Director of Pharmacy regarding the conduct of the business and issues that require senior management attention.
10. Maintain store competitiveness and profitability by controlling operational expenses and maximizing sales. Review P&L statements
11. Assume overall responsibility for the daily operation of the store and delivery of patient care.
12. Provide staff training as necessary.
13. Support GRX Holdings, LLC initiatives related to marketing, clinical programs and operations.

14. Participate in community outreach events identified on your own or as requested by senior management including providing local talks, programs, immunizations, diabetic shoes, etc.
15. Obtain and maintain Immunization Certification
16. Maintain state pharmacy license(s).
17. Maintain regular and punctual attendance, serving as a role model to all pharmacy personnel.
18. Develop courteous and professional relationships with patients, customers, providers, facilities, and pharmacy personnel.
19. Comply with all security/loss prevention procedures including setting the alarm, securing the safe and other procedures as deemed necessary for the pharmacy location.
20. Maintain a perpetual Schedule II Inventory
21. Provide on-going performance feedback to pharmacy personnel.
22. Prepare written evaluations of performance of pharmacy personnel on an annual basis
23. Prepare and monitor pharmacy staffing schedule
24. Assist with third-party rejections, rebilling or completing other procedures as deemed necessary to resolve claim billing matters.
25. Maintain daily and weekly reports.
26. Responsible for following all company procedures with regards to dispensing incidents, including but not limited to, notification of GRX management and other appropriate entities and completing related written reports
27. Monitor and ensure compliance with all company procedures and federal and state laws, rules, and regulations.
28. Maintain accreditation
29. Oversee inventory management by reviewing inventory daily. Places orders for medications as necessary. Maintains adequate supplies without overstocking
30. Maintain working knowledge of all aspects of the computer and cash register systems.
31. Develop and maintain clinical services
32. Mentor pharmacy students as employees, including participation as a rotation site for pharmacy students and providing a learning environment.
33. Become trained and proficient in our home infusion business
34. Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Manage all employees in the Pharmacy. Responsible for the overall direction, coordination, and evaluation of all personnel working in the pharmacy. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; evaluating performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

- Bachelor's degree (BA) or Pharm.D degree from accredited pharmacy college
- Four to ten years related experience and/or training or equivalent combination of education and experience

LANGUAGE ABILITY

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

COGNITIVE DEMANDS

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk and taste or smell. Specific vision abilities required by this job include close vision, and color vision. Employee must occasionally lift and/or move up to 25 pounds.

ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

ACKNOWLEDGEMENT

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, GRX Holdings, LLC reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by GRX Holdings, LLC. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and GRX Holdings, LLC has a similar right.

Employee's Signature

Date

Supervisor Signature

Date

GRX Holdings, LLC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, GRX Holdings, LLC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with GRX Holdings, LLC.