LOUISIANA STATE UNIVERSITY HEALTH SCIENCE CENTER

Job Description
PHARMACY DIRECTOR

Position Assigned to: _____

You Report To: _____
Professional Services Chief

Mission: Ensure the availability of emergency, incident specific, pharmaceutical and pharmacy services.

Immediate
___ Receive Job Description from Professional Services Chief.
___ Read Job Description and put on position tag.
___ Obtain briefing from Professional Services Chief.
___ Inventory most commonly utilized pharmaceutical items and provide for the continual update of this inventory.

Intermediate & Extended
___ Instruct Pharmacy buyer to assure appropriate inventory of pharmaceuticals are on site.
___ Contact Facility Logistics Chief to request a vehicle to go get medicine if a drug is not in stock and pick-up is necessary.
___ Notify Professional Services Chief of any pharmaceutical shortages that may occur.
___ Provide for routine meetings with Professional Services Chief.
___ Document all actions/decisions with a copy to Professional Services Chief.
___ Observe and assist staff who exhibit signs of stress and fatigue. Provide for staff rest periods and relief.
___ Direct non-utilized staff to Labor Pool.