Office of Human Resources

Lead Pharmacist – CO2718

General Statement of 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 & 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 Communication & 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 performance goals, documents performance, provides performance feedback, and provides information to inform 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.

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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<th>Competencies</th>
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<td>Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.</td>
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<tr>
<td>Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.</td>
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City and County of Denver
Managing Resources - Selects, acquires, stores, and distributes resources such as materials, equipment, or money.

Problem-Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

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

Technical Competence - Uses knowledge that is acquired through formal training 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.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

**Knowledge & Skills**

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.

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.

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

**Education Requirement**

Bachelor’s Degree in Pharmacy.

**Experience Requirement**

One (1) year of experience in a hospital pharmacy or prescription clinic.

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

Additional appropriate education may be substituted for experience requirements.

**Licensure & Certification**

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

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Contact with patients under wide variety of circumstances.
Potential exposure to explosive chemicals, gases and low level radiation
Potential exposure to infections and contagious disease
Potential exposure to patient elements
Potential exposure to unpleasant elements (accidents, injuries and illness)
Potential 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.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**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.
Walking: moving about on foot on uneven surfaces.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

**Background Check Requirement**

Criminal Check
Education Check
Employment Verification
Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.
### Class Detail

- **Pay Grade:** O-817  
- **FLSA Code:** Y  
- **Management Level:** 8  
- **Established Date:** 9/21/2018  
- **Established By:** Lori Schumann  
- **Revised Date:** 6/11/2019  
- **Revised By:** Ryland Feno  
- **Class History:**  
  6/11/19 - Updated working environment verbiage.