



Pharmacy Manager

SECTION A: KEY JOB INFORMATION

Job Title:	Pharmacy Manager	Department:	Pharmacy
Local Co-op:	Kindersley & District	Function (*TIS Retail Only):	Pharmacy
Location:	Kindersley Co-op	Reports to:	General Manager
Local Co-op Revenue:	\$72,000,000	Job Classification (Career Stream):	Professional
Revenue/Sales Volume (If Applicable):		Classification Level:	PROF 11
Safety Sensitive:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Retail Salary Band:	Band 11

SECTION B: ROLE OVERVIEW

In a 3-4 sentences, broadly describe the main purpose or function of the job. Indicate what is done and why (outcome).

Manage and oversee the operation and financial performance of the pharmacy. Oversee and monitor the budget, labour, and inventory within the pharmacy. Develop, monitor, and report on key performance indicators (KPIs) and identify areas for improvement. Develop, implement, and maintain policies and procedures that comply with legislation, bylaws and regulations, as well as accrediting body standards.

Provide leadership, guidance and mentorship to the pharmacy team. Provide patient focused services and professional advice/counselling on prescriptions and over-the-counter medications, and health related issues to patients. Develop and maintain strong working relationships with health care professionals in the community to ensure optimal patient care.

SECTION C: KEY JOB RESPONSIBILITIES/JOB TASKS

Describe the job's key (5-8) accountabilities in concise, comprehensive statements. Address what the incumbent does to achieve the job's main purpose. Also indicate the approximate % of time spent on each responsibility annually.

KEY RESPONSIBILITIES	TIME SPENT (%)
Manage and oversee the operation of the pharmacy and its budget, including its sales, expenses, labour, and inventory. Responsible to adequately staff the pharmacy at all times through effective and flexible scheduling. Oversee and monitor inventory levels, as well as the planograms, pricing, and promotional merchandise within the pharmacy. Monitor key performance indicators (KPIs), identify opportunities for improvement, and report on target metrics. Maintain awareness of current local competitive activity and identify potential business development opportunities.	
Provide patient focused services such as injections, medication reviews, and minor ailment prescribing to maximize patient care. Provide professional advice and counselling on prescription and over-the-counter medications including indications, dosage, adverse effects, and drug interactions. Develop and maintain strong working relationships with health care professionals in the community to ensure optimal patient care.	
Provide leadership, guidance, and mentorship to the pharmacy team, which includes the recruitment, performance management, and training of all team members. Provide oversight to the pharmacy team to ensure the safe and secure storage of controlled drug substances and all Schedule I, II, and III drugs. Ensure that pharmacy records containing confidential patient information are secure from unauthorized access, use, disclosure, modification, and destruction.	



Develop, implement, and maintain policies and procedures that comply with federal and provincial legislation, regulations, bylaws and accrediting body standards. Establish and maintain quality management policies and procedures that include a process for reporting, documenting and following up on known, alleged, and suspected errors, incidents, and discrepancies.	
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SECTION D: LEADERSHIP

Indicate the titles of direct/indirect reports to the job and the responsibility for leadership. If the job does not have formal reports, indicate whether it has responsibility for informal guidance of others.

Direct Reports	Pharmacist(s), Pharmacy Technician(s), and Pharmacy Assistant(s)
Indirect Reports <i>(positions reporting to this role through the direct reports above)</i>	
Guiding Others	Provide leadership and guidance to the Pharmacy team. Provide professional advice, counselling, and expertise to patients regarding prescription and over-the-counter medications, medical conditions, and overall health.

Indicate the type and level of supervision the job receives (i.e., how frequently is work discussed and feedback received?). Indicate what types of decisions are made independently and when work is referred to a supervisor/manager.

Supervision Received	
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SECTION E: QUALIFICATIONS

Indicate the minimum level of education, related experience, and other requirements required to meet the full requirements of the job.

Education	Bachelor of Science in Pharmacy (B.Sc.Pharm.) or a Doctorate in Pharmacy (Pharm.D.) from a recognized institution.
Related Experience	Experience in pharmacy is required, with exposure to leadership. <i>Please refer to the Classification Description for guidance on number of years.</i> Strong leadership, communication, and organizational skills are required.
Other Requirements (designations, certifications, specialized training)	Injection certification and current licensure and good standing with relevant provincial College of Pharmacists is required.

APPROVALS

Prepared by:	Name:		Date:	
	Title:			
Approved by:	Name:		Date:	
	Title:			
HR Approval:	Name:		Date:	
	Title:			