



Health Job Family: **Pharmacist Progression**

These generic job title summaries are intended to indicate the kinds of tasks and levels of work complexity that will be required of positions classified to any of these titles and are not intended to be construed as declaring the specific duties and responsibilities of any particular position. The use of particular expressions or illustrations describing functions within a specific job title does not exclude other duties of a similar kind and/or level of complexity. Positions are classified to a particular job title based upon the predominant level of expected work complexity. **A position that is classified into this title and band must meet the Cornell requirements for exemption under the FLSA**

GENERIC JOB PROFILE SUMMARIES

Pharmacist INDIVIDUAL CONTRIBUTOR	Head Pharmacist MANAGEMENT
Compound, calculate, and dispense doses of medication and devices as prescribed by attending Clinical Staff.	Evaluate and approve dispensing instrumentation, equipment and medication, and supplies. Compound, calculated, and dispense doses of medication as prescribed by attending Clinical Staff.
Consult with faculty, staff, and students in providing information regarding specific pharmaceuticals and provide prescription counseling to patients.	Consult with faculty, staff, and students in providing information regarding specific pharmaceuticals and provide prescription counseling to patients.
Monitor controlled substances as provided by state and federal law.	Manage and regulate controlled substances as provided by state and federal law and instruct faculty, staff and students on proper handling, administration and destruction of drugs.
Compliance with all regulations pertaining to dispensing, inventory and purchase of medications.	Assure compliance and licensing pertaining to dispensing, inventory and purchase controlled substances, legend drugs, needles and syringes, chemotherapy agents and other regulated materials.
Ensure proper stock of pharmaceuticals and prepare quarterly inventory and required record keeping.	Manage inventory; evaluate and approve ordering and dispensing; access customer needs and continually improve quality and efficiency.
Provide formal and informal teaching of professional students, house staff & clinicians on pharmacological protocols & issues.	Provide formal and informal teaching of professional students, house staff & clinicians on pharmacological protocols & issues.
Participate in drug programs; gather necessary medical information for federal funding applications.	May act as liaison and/or sponsor to the Food and Drug Administration (FDA).
May provide guidance to Pharmacy Technicians on daily operational activities, including proper handling, administration and destruction of drugs.	Supervise Pharmacist and Pharmacy Technicians; develop and lead performance expectations and deliver formal and regular performance feedback. Create and advance appropriate training and development goals.

**Pharmacist
INDIVIDUAL CONTRIBUTOR**

**Head Pharmacist
MANAGEMENT**

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Develop and monitor operating standards to provide the highest level of service, effectiveness and efficiency. Implement procedures and operation policies that are consistent with or enhance practices and are in compliance with applicable governmental regulations and laws.

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Oversee Pharmacy budget and purchasing activities.

JOB FACTOR PROFILE TABLE

FACTOR PROFILE	10684 PHARMACIST, BAND F	10453 HEAD PHAMACIST, BAND G
MINIMUM EDUCATION AND EXPERIENCE EQUIVALENCY	Bachelor's degree in Pharmacy or Doctor of Pharmacy (PharmD) and required NY Pharmacy License in good standing with the NYS Board of Pharmacy; 2 but less than 4 years of experience or equivalent	Bachelor's degree in Pharmacy or Doctor of Pharmacy (PharmD) and required NY required NY Pharmacy License in good standing with the NYS Board of Pharmacy; 5 but less than 7 years of experience or equivalent
IMPACT	Moderate impact	Substantial impact
CONTACTS - INSIDE	Assist others Cooperation for the completion of tasks	Provide guidance Coordinate activities
CONTACTS - OUTSIDE	Providing and/or receiving guidance, advice or information that must be analyzed and developed by the position	Providing and/or receiving guidance, advice or information that must be analyzed and developed by the position
CONTACTS - STUDENTS	Frequent contact to provide information and instruction	Frequent contact to provide information and instruction

FACTOR PROFILE	10684 PHARMACIST, BAND F	10453 HEAD PHAMACIST, BAND G
SUPERVISION	Provide regular on-the-job training, guidance, advice and counsel to other employees in the group, and to positions performing essentially the same work or related technical tasks	Provide day-to-day supervisory direction to employees within the department
COMPLEXITY	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment	Frequently adapt, combine, or make improvements to services, products, processes or programs. Work requires reasoning skills and judgment
LEVEL OF DECISION MAKING	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students	Responsible for assisting in and influencing decisions concerning policy-setting, research, planning or students
FREEDOM OF ACTION	Directly affects a functional area within a department Minimal effect on students and employees	Directly affects a functional area within a department Minimal effect on students and employees
EFFECT OF DECISION MAKING	Very general supervision Interpretation of work policies and procedures, and, at times, deviation from standard work practices	Little direct supervision Considerable latitude for exercising judgment and self-direction
WORKING CONDITIONS	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions, or equipment requiring constant attention. Safety gear is required in some aspects of work	Difficult working conditions at times, including exposure to conditions which require cautious handling of animals or toxic plants, chemicals or substances requiring safety precautions, or equipment requiring constant attention. Safety gear is required in some aspects of work