Partners in Comprehensive Care

JOB DESCRIPTION

JOB TITLE: Manager of Pharmacy Services	JOB CODE:
SERVICE LINE: Medical Oncology	☒ MANAGER/SUPERVISOR
DEPARTMENT:	☒ CLINICAL ☐ NON-CLINICAL
REPORTS TO: Director of Operations	☒ EXEMPT ☐ NON-EXEMPT

JOB SUMMARY: The Manager of Pharmacy Services provides strategic and operational leadership for Epic Care's pharmacy and admixture programs across all clinical sites. This position oversees the financial, clinical, and operational performance of pharmacy and admixture operations, ensuring compliance with federal and state regulations while advancing patient safety, quality, and efficiency. The Director collaborates with providers, clinical staff, site leadership, and operations management to develop, implement, and sustain best practices that align with Epic Care's mission and CARE Values — Community, Accountability, Respect, and Excellence.

ESSENTIAL JOB RESPONSIBILITIES: The following are the duties performed by employees in this classification, however, employees may perform other related duties at an equivalent level. Not all duties listed are necessarily performed by each individual in the classification.

TASK ID	TASK DESCRIPTION	SOP#
Strategic Leadership & Oversight:		
1	Manages daily pharmacy and admixture operations across Epic Care sites within approved policies and departmental priorities; monitors performance and addresses operational concerns.	
2	Develop workflows and operational processes that optimize patient access, safety, and staff efficiency.	
3	Identifies and implements best practices and innovative solutions for pharmacy and admixture operations.	
4	Coordinates implementation of leadership-approved programs, drug management initiatives, technology, and operational improvements; reports progress and barriers.	
5	Serves as a liaison between pharmacy, clinical teams, operations leadership, and the Director of Practice Operations.	
6	Promotes a collaborative, transparent, and service-oriented environment across all teams.	
7	Participates in Quarterly Business Reviews, evaluates recommendations with medical and operational leadership, and coordinates approved therapy interchanges, dosing adjustments, and adjunctive therapy initiatives through established clinical approval processes.	
Compliance, Quality & Safety:		
8	Ensures adherence to all applicable federal and state laws and regulations governing pharmacy operations (including USP 797, USP 800, and California Board of Medicine or other oversight requirements).	
9	Oversees quality assurance programs related to admixture preparation, sterile compounding, and hazardous drug handling.	
10	Coordinates internal audits, external inspections, and corrective actions as needed.	
11	Develops and maintains policies, protocols, and staff education to promote safety and compliance.	

12	Collaborates with the Nursing, Medical, and Compliance teams to ensure seamless medication management and infusion operations.	
Financial Management & Cost Optimization:		
13	Develops, manages, and monitors departmental budgets and expenditures to ensure fiscal accountability.	
14	Analyzes drug utilization data, inventory trends, and cost savings opportunities across sites.	
15	Works with Finance and Procurement to evaluate vendor performance, pricing, and formulary opportunities; provides operational input and implements approved decisions within purchasing authority.	
16	Recommends cost-control strategies that support quality clinical outcomes and implements approved measures; monitors results.	
Team Leadership & Staff Development:		
17	Provides day-to-day direction, support, and accountability for assigned pharmacists and admixture staff across Epic Care sites, consistent with established reporting relationships.	
18	Manages routine personnel matters, staff development, and conflict resolution within organizational policies; partners with HR and leadership on recruitment, staffing changes, and formal corrective actions according to delegated authority.	
19	Establishes performance expectations, conducts evaluations, and provides coaching and mentorship.	
20	Supports professional growth and certification efforts of pharmacy and admixture staff.	
21	Ensures consistent training standards and competency assessments across all locations.	
Collaboration, Communication & Organizational Alignment:		
22	Partners with the Medical Directors and Nursing Leadership to evaluate clinical opportunities related to drug use and infusion efficiency.	
23	Participate in multidisciplinary committees and quality improvement projects.	
24	Communicates performance metrics, compliance results, and improvement initiatives to leadership	
Systems & Process Development:		
25	Establishes and maintains systems to support safe, efficient, and cost-effective preparation and dispensing of medications.	

EDUCATION / TRAINING REQUIREMENTS	REQUIRED	PREFERRED
Degree from an accredited school of pharmacy	☒	☐
Clinical Residency	☐	☒

LICENSES / CERTIFICATIONS / REGISTRATION	REQUIRED	PREFERRED
Active California Registered Pharmacist License	☒	☐
BLS/CPR Certification	☒	☐

EXPERIENCE REQUIREMENTS	REQUIRED	PREFERRED
Minimum seven (7) years of pharmacy experience, including at least three (3) years in leadership or management	☒	☐
	☐	☐

SUPERVISORY RESPONSIBILITIES (IF APPLICABLE)

- Directly supervises pharmacy managers, pharmacists, and admixture staff across all Epic Care sites.
- Oversees recruitment, training, scheduling, and performance evaluation of pharmacy personnel.
- Provides strategic direction, ensures role clarity, and promotes consistency in operations across sites.
- Collaborates with the Director of Practice Operations to align pharmacy goals with Epic Care's organizational objectives.

WORK ENVIRONMENT

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

The work of this position is performed in an environmentally controlled medical practice environment. The position requires the ability to work under pressure and with a diverse population, including staff, physicians, clients, patients, insurance companies and other members of the public on a regular basis. The position may cause frequent exposure to communicable diseases, bodily fluids, toxic substances, ionizing radiation, medicinal preparations and other conditions common to a clinical environment.

ANALYSIS OF PHYSICAL DEMANDS

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						**Twisting/Turning**					
Under 10 lbs	☐	☐	☐	☐	☐	Reach over shoulder	☐	☐	☐	☐	☐
11-20 lbs	☐	☐	☐	☐	☐	Reach over head	☐	☐	☐	☐	☐
21-50 lbs	☐	☐	☐	☐	☐	Reach outward	☐	☐	☐	☐	☐
51-100 lbs	☐	☐	☐	☐	☐	Climb	☐	☐	☐	☐	☐
Over 100 lbs	☐	☐	☐	☐	☐	Crawl	☐	☐	☐	☐	☐
						Kneel	☐	☐	☐	☐	☐
Pushing/Pulling						Squat	☐	☐	☐	☐	☐
Under 10 lbs	☐	☐	☐	☐	☐	Sit	☐	☐	☐	☐	☐
11-20 lbs	☐	☐	☐	☐	☐	Walk- normal surfaces	☐	☐	☐	☐	☐
21-50 lbs	☐	☐	☐	☐	☐	Walk- uneven surfaces	☐	☐	☐	☐	☐
51-100 lbs	☐	☐	☐	☐	☐	Walk- slippery surfaces	☐	☐	☐	☐	☐
Over 100 lbs	☐	☐	☐	☐	☐	Stand	☐	☐	☐	☐	☐
						Bend	☐	☐	☐	☐	☐

Other											
Keyboard/ten key	☐	☐	☐	☐	☐						
Fingering (fine dexterity)	☐	☐	☐	☐	☐						
Handling (grasping, holding)	☐	☐	☐	☐	☐						
Repetitive Motion- Hands	☐	☐	☐	☐	☐						
Repetitive Motion- Feet	☐	☐	☐	☐	☐						

Key: N= Never R= Rarely (less than 1 hour per week) O= Occasional (1%-33% of time) F= Frequent (34%-66% of time) C= Constant (over 66% of the time)

EMPLOYEE STATEMENT OF UNDERSTANDING

I have reviewed these job requirements and verify that I can perform the minimum requirements and essential functions of this position.

EMPLOYEE PRINTED NAME DATE

EMPLOYEE SIGNATURE DATE