

PART I

HAWAII HEALTH SYSTEMS CORPORATION  
STATE OF HAWAII

17.520  
17.521

Class Specifications  
for the

DIRECTOR OF PHARMACY (FACILITY)  
DIRECTOR OF PHARMACY (REGION)  
EM-03, EM-05  
BU:35

DIRECTOR OF PHARMACY (FACILITY)

17.520

Duties Summary:

This position works in the Pharmacy Department of a hospital or outpatient clinic and is responsible for planning, directing and managing the overall operations of the Pharmacy Department for a facility. This position also is responsible for formulating and implementing policies and procedures and other duties as assigned.

Examples of Duties:

**Administrative Activities:** Plans, organizes, and directs the Pharmacy Department of a facility; formulates department goals, objectives and policies and procedures; ensure adequate staffing levels and develops orientation and performance evaluation programs; recommends and implements changes in Pharmacy administrative policies; responsible for compliance with all policies, procedures, regulations, and standards for the Pharmacy Department; reviews section budgets, prepares operating budget for the Pharmacy Department of a facility and directs the proper allocation of funds; oversees the Quality Improvement Program for the Pharmacy Department and directs changes in operating procedures as necessary; recommends improvements of the physical structure and equipment in the Pharmacy Department; and oversees the Pharmacy Department's safety program.

**Supervisory Activities:** Interprets department policies, objectives and operational procedures for the Pharmacy staff; resolves problems within Pharmacy relating to programs, personnel, staffing, customer service, and utilization of facilities, equipment and supplies; and provides orientation to Pharmacy section supervisors.

Knowledge and Abilities Required:

Knowledge of: Knowledge of administrative functions, principles, procedures and practices of Pharmacy services. Knowledge of business practices as it affects hospital departments. Knowledge of hospital and Pharmacy Department operations and functions that include both inpatient and outpatient services. Knowledge of Pharmacy Department regulations and standards. Knowledge of quality improvement processes, data collection and statistical analysis. Knowledge of good customer service principles.

Ability to: Ability to administer and provide overall direction and coordinate various Pharmacy programs, plan, implement and evaluate operations and activities; make sound administrative recommendations and decisions; resolve personnel and program problems; deal tactfully and effectively with physicians, patients, visitors, employees, and others. Analyze and prepare reports and budgets.

DIRECTOR OF PHARMACY (REGION)

17.521

Duties Summary:

This position works in the Pharmacy Department of a hospital or outpatient clinic and is responsible for planning, directing and managing the overall operations of the Pharmacy Department for a region. This position also is responsible for formulating and implementing policies and procedures and other duties as assigned.

Examples of Duties:

**Administrative Activities:** Plans, organizes, and directs the Pharmacy Department of a region; formulates department goals, objectives and policies and procedures; ensure adequate staffing levels and develops orientation and performance evaluation programs; recommends and implements changes in Pharmacy administrative policies; responsible for compliance with all policies, procedures, regulations, and standards for the Pharmacy Department; reviews section budgets, prepares operating budget for the Pharmacy Department of a facility and directs the proper allocation of funds; oversees the Quality Improvement Program for the Pharmacy Department and directs changes in operating procedures as necessary; recommends improvements of the physical structure and equipment in the Pharmacy Department; and oversees the Pharmacy Department's safety program.

**Supervisory Activities:** Interprets department policies, objectives and operational procedures for the Pharmacy staff; resolves problems within Pharmacy relating to programs, personnel, staffing, customer service, and utilization of facilities, equipment and supplies; and provides orientation to Pharmacy section supervisors.

Knowledge and Abilities Required:

Knowledge of: Knowledge of administrative functions, principles, procedures and practices of Pharmacy services. Knowledge of business practices as it affects hospital departments. Knowledge of hospital and Pharmacy Department operations and functions that include both inpatient and outpatient services. Knowledge of Pharmacy Department regulations and standards. Knowledge of quality improvement processes, data collection and statistical analysis. Knowledge of good customer service principles.

Ability to: Ability to administer and provide overall direction and coordinate various Pharmacy programs, plan, implement and evaluate operations and activities; make sound administrative recommendations and decisions; resolve personnel and program problems; deal tactfully and effectively with physicians, patients, visitors, employees, and others. Analyze and prepare reports and budgets.

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This is the first class specifications for the classes, DIRECTOR OF PHARMACY (FACILITY) AND DIRECTOR OF PHARMACY (REGION) effective January 16, 2020.

DATE APPROVED: Jan 16, 2020



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JUANITA LAUTI  
Chief Human Resources Officer