



POSITION DESCRIPTION

Position Title:	Pharmacy Site Manager
Department:	Pharmacy
Classification:	Management
Union:	Non-Union
Approved by:	Regional Lead – Human Resources
Date approved:	2025/February/4

REPORTING RELATIONSHIPS

Position reports to: Regional Director - Pharmacy

Positions supervised: Staff Pharmacists, Pharmacy Technicians, Pharmacy Assistants

POSITION PURPOSE

Reporting to the Regional Director of Pharmacy, the Pharmacy Site Manager is responsible and accountable for the planning and management of patient-centered pharmaceutical care services designed for their assigned site(s) and administrative responsibilities as assigned.

As a member of the Pharmacy Leadership Team, the incumbent ensures that pharmaceutical care services are aligned with strategic priorities and meet high standards of quality and patient safety.

The incumbent oversees the day-to-day operations of the site's pharmacy team and leads the pharmacy staff in establishing efficient and effective delivery of pharmacy services. These services will ensure a safe, timely, and cost-effective medication management system that supports patient-centered pharmaceutical care. The incumbent exercises the appropriate level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

PROGRAM DEVELOPMENT, COORDINATION AND CONSULTATION

- Leads and manages a full range of patient-centered pharmaceutical care services for a specific site or sites.
- Leads and manages a full range of drug use management initiatives for their responsible site(s), focusing on the delivery of high quality clinical and pharmaco-economic outcomes.
- Leads and manages specific regional managerial assignments (the incumbent will lead specific initiatives – e.g. antibiotic stewardship, smoking cessation, etc.).
- Resolves professional, technical and administrative problems referred by pharmacy team or clinical program team members.
- Provides oversight of selected site administrative/managerial activities (related to the pharmacy department at the site).
- Triage site critical incidents and medication errors/incidents to appropriate manager or Director.

LEADERSHIP

- Promotes leadership development for employees within the region using the LEADS framework.
- Facilitates a positive work environment through an empowered model of professional practice.
- Acts as a resource to staff in clinical decision-making utilizing professional frameworks and appropriate resources.
- Exercises the appropriate level of initiative and independent judgment in determining work priorities, and action to be taken on unusual matters.
- Assists with the recruitment, orientation, development and assessment of staff, including clinical performance and professional conduct.
- Provides and assigns staff to project work based on priorities and areas of expertise.
- Assists with the approval and submission of staff schedules and payroll documents
- Ensures provisions within all collective agreements and organizational policies and procedures are followed.

OPERATIONS & FINANCE

- Manages operational expenditures including the planning, negotiating and monitoring of expenses.
- Reviews financial reports, when provided
- Ensures staff has the equipment, software, system access, etc. to perform their work.
- Allocates human resources, technology and workspace to create a productive work environment.
- Manages drug inventory issues, i.e. shortages and discontinuations as it impacts clinical programs.
- Consults with clinical program(s) regarding significant drug utilization issues.

QUALITY IMPROVEMENT AND RISK MANAGEMENT

- Support the development, implementation and communication of policy and procedures and recommendations from the Regional Pharmacy and Therapeutics Committee.
- Maintains program service and clinical practice standards.
- In collaboration with staff, develops goals and objectives for the site that support the vision and strategic goals of the Regional Pharmacy Program.
- Participates in accreditation processes.
- Reviews medication incident and Adverse Drug Reaction (ADR) reports from the site(s) and participates in the development and implementation of recommendations for resolution.
- Contributes to the planning, facilitating and implementation of educational programs for pharmacy staff, including site presentations, conferences, workshops and training programs.
- Provides services as a mentor, preceptor and instructor as required.

OTHER RESPONSIBILITIES

- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). Accordingly, all employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned.

Responsibilities and accountabilities are assigned in broad organizational objectives. The position is subject to review of general effectiveness and attainment of objectives through performance measurements.

PERFORMANCE MEASUREMENTS

- Achievement of essential functions and basic duties outlined above.
- Professional practice and leadership as it reflects Southern Health-Santé Sud's core values, policies, mission and vision.
- Adherence to Professional Standards of Practice and Code of Ethics

QUALIFICATIONS

Education/Certification:

- Bachelor of Science (Pharmacy) OR Doctor of Pharmacy (PharmD) from a recognized University.
- Current practicing membership or eligibility for registration and membership with the College of Pharmacists of Manitoba (CPhM) as a Pharmacist.
- Completion of a Hospital Pharmacy Residency is an asset.
- Membership in the Canadian Society of Hospital Pharmacy (CSHP) is an asset.

Experience required:

- Minimum 5 years of experience working as a pharmacist.
- Previous hospital experience is desirable.
- Previous management experience is desirable.
- Completion of a hospital residency program is desirable.

Skills/Competencies/Conditions of employment:

- Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required
- Proficiency of both official languages is essential for target and designated bilingual positions
- Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums
- Demonstrated ability to meet the physical and mental demands of the job
- Good work and attendance record
- Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate
- All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy
- Requires a valid Class 5 driver's license, an all purpose insured vehicle and liability insurance of at least \$1,000,000

WORK CONDITIONS

- No hazardous or significantly unpleasant conditions
- May work occasionally evenings and weekends as necessary
- Will be required to travel to other regional facilities as the position duties may require

SALARY SCALE

Confidential

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.