

## **SAMPLE JOB DESCRIPTION**

### Pharmacy Regulatory Compliance and Accreditation Manager

#### **I. JOB SUMMARY**

The Pharmacy Regulatory Compliance and Accreditation Manager is responsible for tracking, monitoring, reviewing, interpreting, and communicating all aspects of existing, proposed, and newly enacted federal and state rules and regulations, Joint Commission (JC) accreditation standards, and Centers for Medicare and Medicaid (CMS) Conditions of Participation relative to the practice of pharmacy within the health system. Collaborates with the Director, other managers, supervisors, clinical pharmacists, and pharmacists who are responsible and accountable for decisions affecting successful JC accreditation, compliance with enacted federal and state rules and regulations and CMS Conditions of Participation. Participates in the development of policies and procedures related to applicable pharmacy accreditation standards and compliance with federal and state rules and regulations.

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#### **II. DUTIES AND RESPONSIBILITIES**

- Serve as liaison to pharmacy staff and provide broad oversight for JC accreditation standards, federal and state rules and regulations, CMS Conditions of Participation, ASHP residency requirements, pharmacy specific accreditations held, and voluntary regulatory standards and their interpretations.
- Collaborate with system-wide Pharmacy leadership to identify and initiate improvements to ensure compliance with existing and evolving JC accreditation standards, CMS Conditions of Participation, and federal and state rules and regulations.
- Maintain subject matter knowledge and expertise and enhance knowledge of the above standards, rules, and regulations that relate to pharmacy services.
- Develop and maintain working knowledge of additions and changes to standards, rules, and regulations that relate to pharmacy services, their interpretation, current trends and issues, and timelines for compliance.
- Complete gap analyses for compliance with additions and changes to the standards, rules, and regulations and assess potential organizational impact.
- Develop and/or update policies and procedures whenever additions and changes to standards, rules, or regulations warrant. Provide timely and accurate communication, both written and verbal as appropriate, regarding interpretation of additions and changes and timelines for compliance.
- Develop and maintain current JC accreditation education and training materials and widely distribute. Provide timely and effective face-to-face training sessions and evaluate employee's understanding of standards, rules, and regulations to prepare staff for accreditation and to ensure a constant state of readiness.
- Provide oversight to ensure that ASHP residency requirements are met and maintained.
- Provide consultation for pharmacy policies and procedures related to JC accreditation and federal and state rules and regulations.

#### **III. QUALIFICATIONS**

- Bachelor of Science in pharmacy degree from an accredited college of pharmacy. Advanced study in pharmacy or health-care related field, preferably a Masters or Doctor of Pharmacy degree or comparable work experience preferred.
- Maintain current unrestricted pharmacist licensure within the state.
- Extensive knowledge and work experience with computerized pharmacy information and dispensing systems, operations and clinical pharmacy services.