

SAMPLE JOB DESCRIPTION

Pharmacy Services Support Analyst

I. JOB SUMMARY

The Pharmacy Services Support Analyst provides support of operational, clinical and financial activities of the department related in information system, pharmacy dispensing automation, and report databases.

II. DUTIES AND RESPONSIBILITIES

- Liaison between IT and Pharmacy Services to gather/organize operational and clinical information for medication build processes.
- Collaborate with pharmacy leadership to implement strategies to optimize automated dispensing cabinet utilization (e.g. inventories, stock outs, PAR levels).
- Manage optimization of pharmacy dispensing automation and reporting.
- Develop and retrieve routine and ad hoc medication reports from electronic medical records for pharmacy leadership and research needs.
- Finance liaison for new formulary items, formulary changes, charge reconciliation, and maintenance of scheduled charge updates.

III. QUALIFICATIONS

- Current pharmacy technician registration within the state and pharmacy technician certification (PTCB) is required.
- Completion of one year of college is preferred.