

POSITION #29, TITLE: Pharmacy/Inventory Manager

Direct Supervisor: Patient Care Supervisor

Mission: Ensure adequate inventory and supervise mixing of any medications; advise medical professionals as needed on drug interactions.

Qualifications: Pharmacist

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with inventory and EDS throughput
- Familiarize self with medication to be dispensed/drug information sheet
- Train Dispensing staff/Pharmacy Techs in mixing techniques
- Familiarize self with EDS/SNS policy for re-supply

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Assess inventory hourly during EDS activation/operation and advise Patient Care Supervisor when inventory needs to be re-ordered
- Assist in medication preparation
- Work with Drug Triage to address any problems concerning treatment protocols
- Receive SNS material assets with Security personnel
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Assist with the teardown and re-packing of the assigned area.
- Ensure all inventory is accounted for and forms turned into Patient Care Supervisor
- Arrange for any unused medication/vaccine to be returned to SNS.
- Identify issues for After Action Report.
- Participate in de-briefing.