

NVERS and NVHA Pharmaceutical Manager Job Description

This position provides pharmaceutical oversight and project management support for Northern Virginia public safety and healthcare stakeholders and works as a key member of the NVERS and NVHA Team. The NVERS and NVHA teams support emergency preparedness projects that build or enhance capability and capacity across Northern Virginia, the National Capital Region, and the Commonwealth.

The ideal candidate is highly motivated, works independently and effectively, and thrives in a fast-paced setting. He or she will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills. The candidate must be able to navigate a fast paced, ever-changing work environment and balance competing priorities, both individually and in a collaborative team setting. He or she will have a positive, “can-do” attitude and understand the unique challenges of a small team, including wearing multiple hats to ensure the job gets done.

Roles and Responsibilities

The Pharmacist (Pharmaceutical Manager) performs activities to ensure the safe and proper procurement, storage, and accounting of pharmaceuticals on behalf of NVERS and NVHA, and in accordance with Board of Pharmacy regulations. The Pharmacist demonstrates knowledge of state and federal pharmacy regulations and conducts quarterly audits of pharmaceuticals stored at the NVERS and NVHA regional warehouse, in accordance with Board of Pharmacy regulations.

Pharmaceutical Maintenance

- Conducts monthly site visits with each participating NVERS and NVHA member hospital and local Fire/EMS station, to perform an inventory, identify patient care pharmaceutical product for rotation before expiration, and to separate outdated product. Maintains and distributes a monthly inventory of grant-funded disaster pharmaceutical stockpiles for NVERS and NVHA member hospitals and jurisdictions.
- Provides logistical support to the Fire/EMS agencies in NVERS and NVHA member jurisdictions, to assist with the return of expired product. Monitors all credit received from the return of expired emergency preparedness pharmaceuticals and pharmaceutical products.
- Performs ordering, stocking, and maintenance of pharmaceutical inventory on behalf of NVERS and NVHA. Coordinates with hospital pharmacies and jurisdictional emergency preparedness coordinators to determine grant funding needs for cost of replacement product purchase. Collaborates with designated hospital pharmacy purchasing agents to identify types and quantities of product requiring repurchase.

Project Management

- Manages all assigned projects to ensure successful completion of assigned tasks on schedule and on budget. Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Manages day-to-day operational aspects of

projects. Develops all grant documentation (i.e., project management plans, quarterly status reports) and coordinate with the NVERS/NVHA finance and grant staff.

- Procures and manages supplies and equipment to include seeking out bids, vetting, and choosing vendors.

Committee Support

- Develops collaborative relationships with hospital Pharmacists and facilitates semi-annual meetings of the NVERS and NVHA Pharmacy Sub-Committee and Medical Supply and Pharmaceutical Working Group to discuss and encourage engagement in pharmacy initiatives, as well as regional Fire/EMS needs.
- Supports the committee chair with administrative duties and correspondence.
- Provides meeting preparation (i.e., agendas, presentations, logistics), documents minutes, and ensures timely follow-up.

Qualifications

- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Exceptional interpersonal skills and the ability to build relationships with stakeholders.
- Expert level written and verbal communication skills.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Emotional maturity and ability to receive constructive criticism.
- Highly resourceful team-player, with the ability to also be effective independently.
- Proven ability to be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment.
- Forward-looking thinker who actively seeks opportunities and proposes solutions.
- Ability to process conflicting input and develop recommendations that are accepted by all parties.
- Strong presentation skills, including to executives.
- Significant experience working with administrators, executives, and department level managers in the healthcare and/or public safety industries.

Education and Experience

- A Doctor of Pharmacy degree (PharmD) is required, with completion of hospital pharmacy residency preferred.
- Possession of a current and valid Pharmacist license, without restriction or probation, issued by the Virginia Board of Pharmacy.
- Strong computer skills, including mastery of Microsoft Office.
- Project management experience is preferred.
- An understanding of the current emergency preparedness and response initiatives in Northern Virginia is preferred.

About NVERS and NVHA

NVERS is a 501(c)(3) organization that supports regional collaboration and capacity building in all facets of emergency preparedness within Northern Virginia. Learn more about NVERS at <https://www.nvers.org/>. NVHA is a 501(c)(6) association and the federally designated healthcare coalition for Northern Virginia. Learn more about NVHA at <http://www.novaha.org/>.

How to Apply

Send your resume, cover letter, and salary requirements to careers@nvers.org and put “Pharmacist” in the subject line. Incomplete applications will not be considered. This is a full-time position with outstanding benefits.