

Poison Center Manager

Job Code: 7342

Salary Grade: C11

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Supervises personnel, prepares the budget, acts as a liaison, consults, and attends meetings.

- Supervises staff to include but not limited to recruiting, hiring, training, performance review, staff development, and disciplinary action. Investigates and resolves administrative and human resources management problems. Provides guidance to research staff in peer-reviewed journals and multi-center research projects.
- Prepares budget and performs needs assessments and analyzes staffing needs.
- Consults with Poison Center staff on poison cases. Provides guidance in the decision-making process.
- Participates in fulfilling the educational missions of the University and the Oklahoma Poison Control Center by providing educational programs to physicians, professional groups, and community education programs, including writing of public and professional educational materials, planning programs, and disseminating poison prevention information. Provides poison prevention education to callers and acts as a preceptor for pharmacy students and interns.
- Collaborates with management in fund raising, grant, and contract maintenance.
- Formulates and communicates accurate and complete poisoning risk assessment and treatment plan for initial poisoning exposures, performs follow-up calls or provides accurate responses to information requests.
- Collaborates with management to develop written Poison Center policies and procedures and the Poison Management Guidelines.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: PharmD Degree

Equivalency/Substitution: Will accept a Bachelor's Degree in Pharmacy in lieu of the PharmD Degree.

Experience:

Required: 24 months experience in Poison Control.

Certifications or Licenses:

- Pharmacist licensure by the Oklahoma State Board of Pharmacy.
- Diplomate of the American Board of Applied Toxicology (ABAT)
- Oklahoma Preceptor's License by the Oklahoma State Board of Pharmacy or ability to obtain within one year of hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Advanced knowledge of poison control guidelines.
- Ability to be on call 24 hours a day as needed.
- Ability to supervise.
- Ability to communicate verbally and in writing.
- Interpersonal skills.

Working Conditions

Physical: Sitting for long periods of time. Speaking, standing, walking, and driving.

Environmental: Standard Office Environment.

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