### (A) Policy Statement

To establish clear lines of authority for University of Toledo Medical Center (UTMC) pharmacists, the following procedures are followed.

### (B) Purpose of Policy

To provide for the pharmacists and the staff working with them clear lines of authority and responsibility.

### (C) Procedure

1. In the absence of the Director, the Clinical Operations Manager or Manager Care Operations manager are empowered to make any operational decision. In the absence of all three; the clinical pharmacists or Responsible Pharmacist is empowered to make any operational decisions.

2. The pharmacist is responsible for the activities of his/her shift. Lead technician shall oversee the technical daily assignments and training with the oversight of the pharmacists.

3. If more than one pharmacist is present, the senior member shall be the responsible pharmacist.

4. The responsible pharmacist is responsible for day to day operations of the pharmacy, departmental staffing needs, its cleanliness, the performance of all scheduled employees.

5. As necessary to provide an orderly work flow, the responsible pharmacist will schedule job assignments, rest periods, and lunch breaks in accordance with personnel policies.

6. Personal phone calls should be limited to necessary business. Use of the phone line may result in disciplinary action.

7. UTMC personnel policies shall prevail where no pharmacy policy exists.