

Family Health Centers – Job Description

JOB TITLE: Pharmacist

DEPARTMENT: Pharmacy

Revised Date: January , 2013

FLSA STATUS: Exempt/Salary

REPORT TO: Pharmacy Manager

PRIMARY ACCOUNTABILITY:

The Pharmacist's primary accountability is to be responsible for the operation of a clinic pharmacy site in accordance with the goals and objectives of the clinic. The professional accountability is to provide safe, accurate and appropriate prescriptions and clinical services to patients within the framework of professional standards of care and legal requirements.

PRIMARY DUTIES AND RESPONSIBILITIES

1) Professional Pharmacy Standards Advocate

- a) Assures that the clinic maintains standards of pharmacy practice equal to or above those accepted by professional ethics, and federal/state regulatory agencies.
- b) Provides in-service training for pharmacy personnel or other clinic personnel as related to pharmaceutical issues

2) Responsible for All Facets of Prescription Dispensing

- a) Performs the duties of a pharmacist, including dispensing prescriptions, and counseling patients on their medications.
- b) Reviews medical charts per OBRA requirements.
- c) Assures the maintenance and safekeeping of pharmacy records.
- d) Utilizes and supervises pharmacy technicians/assistants as appropriate, with the pharmacist assuming final responsibility for work performed by the staff.
- e) The pharmacist only delegates duties or activities to the staff as allowed by law and policies/procedures.
- f) Provides appropriate instructions/education for pharmacy staff.
- g) Maintains accurate records of all narcotics and other controlled substances as required by federal and state law.

3) Medication Inventory Management

- a) Oversees the clinic medication formulary.
- b) Maintains a cost effective pharmacy inventory.
- c) Supervises the ordering of medications and supplies for pharmacy and clinic departments within the guidelines of the clinic formulary.
- d) Replaces emergency medications in nursing stations and other departments at the request of the nursing staff.
- e) Places medication orders for routine and special-orders as warranted.

4) Provides Pharmacy Expertise to Medical and other Staff

- a) Member of the clinic provider team to discuss clinical and pharmaceutical topics affecting patient care.

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- b) Provides drug and pharmacy information, as needed and requested, to medical providers and other clinic personnel
- c) Participates in quality assurance programs and projects supporting the vision and mission of the pharmacy and clinic.
- d) Assists with training and orientation of new pharmacy employees or students.

5) Attendance:

- a) Ensures attendance and hours worked are accurately recorded in a computerized time-keeping software system.
- b) Properly manages paid vacation and sick leave
- c) Responsible for regular, predictable attendance and to work hours as scheduled, which may include evenings or weekends

GENERAL DEVELOPMENT

1. Job duties require the ability to work independently and as part of a team
2. Job responsibilities require individual development of priorities for effective performance of duties, including re-prioritization in response to changes in circumstances
3. Employees are expected to devise effective solutions to situations encountered based on the general goals and objectives of the function
4. Work requires the incorporation of departmental/functional processes into the overall functioning of the organization
5. Duties require drawing conclusions using inference and logic, which may be different than the conclusions that could be drawn by others
6. This position requires the exercise of management authority over other employees including Pharmacy Technicians, Medication Assistance Program Specialist, and Pharmacy Assistants.

PROFESSIONAL & TECHNICAL KNOWLEDGE

Possesses advanced level general skills, including written and verbal communications skills, computational and computer skills, mathematical knowledge and pharmaceutical knowledge acquired through completion of a Bachelor's Degree or Doctor of Pharmacy Degree

LICENSE AND CERTIFICATION

Washington State Pharmacist License is required

TECHNICAL SKILLS

- 1) Knowledge of medical information sources that are required for drug information provision and reporting
- 2) Ability to use MTM platform software for clinical services and billing
- 3) Ability to prepare more complex documents in Microsoft Word, including creating tables, charts, graphs and other elements
- 4) Ability to use Microsoft Excel to analyze data, including the use of formulas, functions, lookup tables and other standard spreadsheet elements
- 5) Ability to develop sophisticated presentations in Microsoft PowerPoint, including the use of embedded objects, transitions and other elements
- 6) Knowledge of the Outlook program at a level to train others

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COMMUNICATION SKILLS

Employee is required to effectively communicate using FHC’s core values; the **Core Dimensions**

- a) **Respect**—using manners and appropriate language; maintaining a person’s dignity and confidentiality; giving credit where due; asking others for their input and feedback
 - b) **Empathy**—to show someone you understand what they are feeling without judgment; engaged listening with no distractions; acknowledgment and paraphrasing; eye contact
 - c) **Genuineness**—tone of voice and body language are congruent; showing consistent behaviors over time; integrity (follow-through and follow-up); humility (admitting when a mistake is made)
 - d) **Specificity**—what details can you give so someone knows what “excellence” looks like; models or samples; one-on-one mentoring; alternate plans
- 2) Job duties require the employee to effectively communicate their opinions and extrapolations of information they collect and synthesize/analyze
 - 3) Employees are required to negotiate resolutions to complex situations which may be inherently adversarial
 - 4) Employees must determine appropriate methods of communicating information through the use of tables, graphs, charts and other visual forms
 - 5) Must communicate complex medical information to other healthcare providers and non-medical personnel in an understandable and succinct manner.

WORK ENVIRONMENT

Work is performed in a clinic pharmacy environment

TYPICAL PHYSICAL DEMANDS

Physical Requirements	N/A	Rarely (1-12%)	Occasionally (13-33%)	Frequently (34-66%)	Regularly (67-100%)
Standing					x
Walking					x
Climbing		x			
Sitting				x	
Stooping / Kneeling		x			
Lift/Carry up to 15 lbs.		x			
Lift/Carry up to 30 lbs.		x			
Lift/Carry up to 50 lbs.		x			
Push/Pull up to 25 lbs. of exertion		x			
Push/Pull up to 50 lbs. of exertion		x			
Work below waist level		x			
Work at waist to shoulder level					x
Work above shoulder level			x		
Reach further than arm's length			x		
Fingering					x
Grasping / Holding					x
Talking					x
Hearing					x
Seeing					x
Work in confined spaces			x		
Exposed to extreme temperatures	x				
Operate tools or machinery (incl. office equip.)					x
Operate motorized vehicles/equipment			x		
Work at heights balancing	x				
Use/exposed to hazardous substances					x

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This description is intended to describe the essential job functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Signature below acknowledges that I have received a copy of my job description.

Employee Signature

Date

Witness Signature

Date