POSITION DESCIPTION

POSITION TITLE: Pharmacist/Director of Pharmacy **POSTING DATE:11-25-19**
LOCATION: Stockbridge Munsee Health Center **CLOSING DATE: until filled**
SALARY: **Negotiable/Exempt** **PAY GRADE:**
Reports to: Director of Health Center Department: Health Center

General Responsibilities: The Pharmacist will be responsible for all functions necessary to maintain professional pharmacy services at the Health Center. The Director of Pharmacy Services shall be a full time pharmacist at the health center. The Director of Pharmacy Services supervises all matters relating to the department drug and supply procurement, storage, and distribution; establishing Pharmacy policies and procedures; and pharmaceutical care activities by the department.

DUTIES:

1) Responsible for all supervisory and management functions relating to the operation of the pharmacy department, which includes:
   a) Supervises professional and support staff within the pharmacy.
   b) Plans improvements in pharmacy services.
   c) Directs the delivery of pharmacy services.
   d) Controls the utilization of department resources.
   e) Evaluates the overall performance of the pharmacy department.
   f) Supervises the requisition and maintenance of supplies for the department.
   g) Develops and submits an annual pharmacy department budget.
   h) Develops job descriptions and performance standards for pharmacy department staff.
   i) Conducts performance appraisals of pharmacy department staff.
2) Inventory procurement and control of medications and supplies dispensed by the pharmacy department. This includes:
   a) Selection of high quality medications at reasonable cost.
   b) Insuring proper storage of Pharmacy stock.
   c) Annual physical inventory of pharmacy stock
   d) Annual controlled substance inventory on the first business day each May and;
   e) Authorizing return or destruction of expired or damaged pharmacy stock.
3) Provides pharmaceutical products and drug use information to patients, including counseling about proper use of prescribed medications; reviews patient's past medication history at time of each visit and consults with the prescriber about any inconsistencies in therapy noted or the appropriateness of prescribed drugs.
4) Provides drug information to clinical and support staff, and participates in the education of medical, dental and nursing personnel and students. Acts as a clinical instructor for pharmacy students and preceptor for pharmacy residents.
5) Maintain prescription medication profiles in the pharmacy department for each patient.
6) Provide billing information for use by the finance department for medications and supplies dispensed.
7) Draft monthly, quarterly, semiannual and annual reports as required.
8) Conduct drug information presentations as requested for Health Center staff.
9) Help develop and maintain a current Policy and Procedure manual for the pharmacy department.
10) Provide medication related programs for the Stockbridge-Munsee Community.

11) Consult with and refer patients to other health care providers when necessary to optimize patient care.
12) May give primary care, including ordering and interpreting of certain laboratory tests, and provide pharmaceutical products, where primary care protocols have been developed and expertise demonstrated
13) Maintain and update pharmacy drug information sources.
14) Give immediate priority to all pertinent drug recalls when received, and keep a record of their disposition.
15) Develops and maintains a medical staff approved drug formulary.
16) Develops, revises and implements policies and procedures, which ensure the operation of the pharmacy in compliance with the guidelines and standards for accreditation of the clinic.
17) Must maintain an acceptable department attendance record.
18) Must be reliable and prompt when reporting to work.
19) Must attend all training provided by the employer.
20) Must attend all required meetings.
21) Must adhere to all established rules, regulations, procedures, and policies of the Stockbridge-Munsee Community.
22) Must participate in the employee random drug-testing program.
23) May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.
24) Performs related duties as directed.

QUALIFICATIONS:

1. Must be a graduate of an accredited school or college of pharmacy.
2. Must be licensed to practice pharmacy in the State of Wisconsin or obtain within 6 months of hire, or if a Commissioned Corps Office, must be licensed to practice pharmacy in at least one of the 50 states or a U.S. territory.
3. Must be able to function independently.
4. Knowledge of Indian Health Service (IHS) guidelines, regulations, and procedures preferred.
5. Must have good record keeping skills.
6. Must be able to communicate verbally and in writing with health practitioners and patients in a clear and concise manner.
7. Must have a working knowledge of computers.
8. Must be dependable and maintain confidentiality.
9. Have demonstrated ability to maintain satisfactory work and attendance record in any prior of current employment.
10. Must be eligible for coverage under the employer's liability insurance.
11. Must be able to meet physical requirements of position.
12. Must abide by departmental and organizational safety, testing, and uniform guidelines.
13. Must be eligible for an Elder/Youth License and maintain eligibility.
14. Must submit and pass pre-employment drug and health screening.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to twenty-five (25) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATIONS TO: Stockbridge Munsee Community
Human Resource Manager
N8705 Moh He Con Nuck Road
P.O. Box 70
Bowler, WI 54416

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Tribal Employment Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

Revised Position: **Tribal Council Approved:5-7-19**
New Position: **Tribal Council Approved:**