

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Pharmacist

EXEMPT: Yes	JOB CODE: N/A
TARGET SALARY: DOQ	SHIFT: 8:30 to 5:30
PROGRAM: Clinic	LOCATION: Clinic
REPORTS TO: Clinical Director	

SUMMARY: Serves as Pharmacist for the Clinic providing services Native Americans/Alaska Natives living in the Service Delivery Area by providing quality pharmaceutical to patients. These services are provided in accordance with the Federal and State law, accepted ethical standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

Independently carries out all clinical pharmacy functions. This includes selection, compounding, and dispensing. In selection she/he must identify fine differences between drugs as they relate to the therapeutic efficiency of the product. In compounding prescriptions she/he may follow established techniques or develop techniques adaptable to new and complex drugs. In dispensing she/he must be accurate with dosage and identification of therapeutic incompatibilities to avoid serious injury to the patient.

Provides education and consultative services and advises to patients regarding instruction of use of drugs, any special requirements for storage, such as need for refrigeration, safe storage away from children etc., and if the drugs are unstable, instructions on destroying after the set period of time. Consults with medical, nursing and other staff and tribal representative on improvement and more efficient operation of the pharmacy service.

Provides information and consultation advice to clinic medical provider on contraindications, side effects and availability or alternative medication to avoid incompatibilities, alleviate side effects, overcome potential drug combinations, and preventing adverse reaction.

Provides in-service training to clinical staff and Tribal employees covering such topics as pharmaceutical actions of drugs, rationale for drug selection, storage of drugs, drug usage and misuse. Participates in teaching programs for residents and interns, and maintains control and inventory of narcotics and other controlled substances.

Formulates local policies and procedures pertaining to pharmacy operation on conformance with Federal and Tribal policy.

Total responsibility for administrative operations of the pharmacy which involves electronic health records, reports, stock control and storage, budget analysis, forecasting and general management.

Maintains a complete and high-quality library of medical and pharmaceutical references books and journals for references and continuing education.

Provides conscientious fiscal management of pharmacy operations, working closely with Business Office and leading the Business of Pharmacy Committee in order to minimize unnecessary expense or loss of revenue through Point of Sale and prior authorization procedures. Manages resources including, ensuring compliance with formulary and policy guidelines for receiving special medication discounts. Goal is to return pharmacy revenue into more services to patients.

Provides monitoring and quality control of the Health Center contract pharmacy program and authorizes payment of contract pharmacy invoice at the health center level.

Provides leadership in the Pharmacy & therapeutics committee and participating member of the clinic staff committee.

SUPERVISORY RESPONSIBILITIES:

Directly supervises up to 2 employees in the Pharmacy program. Caries out supervisory responsibilities in accordance with the organization's policies applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employee, addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B. A.) from four-year college in pharmacy recognized by the American Council on Pharmaceutical Education.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to

prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington state Drivers license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have a current unrestricted licensed to practice pharmacy in Washington State (provide a photocopy of license).

OTHER QUALIFICATIONS

OTHER SKILLS AND ABILITIES

Ability to work in a team setting with excellent communication, customer service, and organizational skills.

Ability comply with HIPAA regulations, which mandates the incumbent shall maintain complete confidentiality of all administrative, medical and all other pertinent information that comes to his/her attention or knowledge.

Ability to effectively communicate to patients the medication and dosages prescribed and answer patient questions.

Must have knowledge of current dispensing practices and drug compounding, correct labeling, drug regulations, and therapeutic incompatibilities.

Must have knowledge of basic pharmacy management functions.

Must have knowledge of Pharmacology, pathphysiology, pharmacokinetics, disease states, and treatments.

Ability to deal with persons with diverse backgrounds tactfully and effectively.

Ability to ensure good public relations by maintaining a cooperative and considerate attitude toward others, must be able to handle difficult patients.

Computer experience is required. Must be able to work with programs such as; word, excel, electronic health records and additional software program experience is preferred.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; reach with hands and arms; stoop; talk or hear in an enclosed office. The employee must regularly lift and/or move more than 25 pounds. Majority of work is limited to sedentary bench type assignments.

WORK ENVIRONMENT the work characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Work is performed in a Pharmacy within an ambulatory health care setting. There is common exposure to contagious and infectious diseases. The work may include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation /proof of immunity prior to employment. Must have a tuberculin test upon employment and annually thereafter.

EXCEPTION: If you were born before 1957 you are **NOT REQUIRED** to have the measles and rubella immunization nor do you need to provide documentation.

SPECIAL CONSIDERATION: if you are allergic to any component of the vaccine or have a documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however you are required to provide documentation/proof, in order to be considered for employment.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any

essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Personnel Office
P.O. Box 115, Bldg 150 Rm #7
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: mtcpersonnel@centurytel.net

OPEN: March 17
CLOSE: April 13, 2009

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.