

# TOIYABE INDIAN HEALTH PROJECT

## POSITION DESCRIPTION

<b><u>POSITION:</u></b>	Pharmacist	<b><u>SALARY RANGE:</u></b>	TSS 14
<b><u>WORK STATION:</u></b>	Bishop Clinic	<b><u>SUPERVISOR:</u></b>	Medical Director
<b><u>SUPERVISES:</u></b>	Pharmacy Staff	<b><u>EXEMPT</u></b>	

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**POSITION SUMMARY:** Responsible for managing the pharmacy in a professional, efficient manner and responsible for pre-packaging and dispensing medicines for the Bishop, Lone Pine and Camp Antelope clinics, over-all maintenance of inventory, and assurance of the fiscal efficiency of the pharmacy.

### **QUALIFICATIONS:**

1. California State Board Pharmacy license.
2. Must be CPR certified or certified within three months of hire.
3. Valid drivers license and insurable with company insurance.
4. Must be sensitive and possess an awareness and keen appreciation of Indian traditions, customs, and socioeconomic needs of the Indian community.
5. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code, § 472 & 473).

### **DUTIES & RESPONSIBILITIES:**

1. Manage Toiyabe's Bishop Clinic Pharmacy in a professional manner per an experienced licensed pharmacist. Including but not limited to:
  - a. Prescription refills for all Toiyabe providers.
  - b. Prescriptions for daily patients on day of service.
  - c. Prepackaging frequently used medicines for Camp Antelope, Lone Pine and Bishop Clinics.
  - d. Maintain adequate inventory of all pharmacy supplies and drugs.
  - e. Maintain and control all drugs in terms of expiration dates and proper storage.
  - f. Participate in appropriate medical quality assurance and formulary meetings.
  - g. Oversees controlled substance log.
  - h. Seek the best prices of pharmaceuticals
2. Function as ongoing Q.A. resource person reviewing charts to identify inappropriate patient drug usage to encourage patient compliance with medical regimen and necessary medical follow-up.
3. Function as a liaison between patients and Toiyabe providers in the areas of patient education regarding the indications, side-effects and appropriate use of medications.
4. Periodic focused reviews of drugs utilized by providers to ensure appropriate ongoing drug usage.

5. Maintain a fiscally efficient and responsible Pharmacy Department.
6. Function as a consultant in the area of future Toiyabe Pharmacy expansion and development.
7. Maintain a well-stocked sample medicine cabinet supply via on-going interaction with drug detail representative.
8. Supervise and train auxiliary Pharmacy personnel.
9. Other job-related duties as assigned.