

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.

JOB DESCRIPTION

TITLE: PHARMACY DIRECTOR
DEPARTMENT: PHARMACY
SUPERVISOR: EXECUTIVE DIRECTOR
CLASSIFICATION: EXEMPT FULL-TIME

POSITION SUMMARY:

Within the guidelines of LCTHC policies, programs, procedures, budgets and laws, directs coordinates, and controls the activities, plans and programs of pharmacy staff, Also acts as a pharmacist by dispensing medications and pharmaceuticals for patient care according to professional standards and federal and state regulations and guidelines. Acts as the Pharmacist-In Charge as it relates to licensure and accreditation.

ESSENTIAL JOB FUNCTIONS:

- Supervises and oversees the operation of the Pharmacy Department as it relates to policies, procedures, budget, reporting requirements, and staff supervision in compliance with all federal and state laws, regulations and guidelines.
- Reviews prescriptions issued by physician or other authorized prescriber to assure accuracy and determine appropriateness and conformity to formulary, if applicable
- Maintains established procedures concerning quality assurance, security of controlled substances and disposal of hazardous waste drugs.
- Manages and controls drug and device inventory and performs an inventory count as needed.
- Records and reports prescription errors using a Quality Assurance Program and present information to the Executive director.
- Complies with all federal and state laws, regulations and agency policies regarding the procurement, data entry, tracking of medications, storage, shipment, and dispensing of controlled and dangerous drugs, and maintains required records, documentation and reports.
- Oversees proper operation and maintenance of pharmacy equipment.
- Returns slow-moving and/or outdated merchandize for credit according to agency policy and procedures.
- Creates a monthly Pharmacy report for Executive Director's review.
- Creates and updates Pharmacy policies and procedures.
- Participates, with providers, in the development and updates of the agency's formulary
- Conducts quality assurance, peer review, and performance evaluations within the department.
- Participates in the strategic planning process, as required, with the Executive Director and Board of Directors.
- Maintains awareness of 3rd party prescript on business opportunities and assures proper administration and implementation of 3 ' party systems and procedures to ensure correct payment.
- Attend trainings, meetings, and conferences as required by department and agency, including making presentations to groups.
- Maintains an awareness of developments in the pharmacy and healthcare fields that relate to job responsibilities.
- Develops and maintains a good working relationship with other departments within the organization and other outside healthcare professionals.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Bachelor of Science degree in pharmacy from an accredited college of pharmacy.
- Current registration/licensure to practice pharmacy in the State of California
- Two years experience in a Pharmacy setting acting as a Pharmacist.
- One year of supervisory experience.

- Experience with a variety of computer systems related to pharmacy.
- Ability to maintain a professional attitude and appearance at all times.
- Ability to meet deadlines and assigned projects in a timely, efficient manner.
- Demonstrate awareness, sensitivity and appreciation of Indian culture, traditions, customs and socioeconomic needs.
- Ability to be prompt and efficient with a minimum of absences.
- Ability to establish and maintain effective working relationships; coordinate activities among departments within the organization and groups outside the organization.
- Exercise balanced judgment in evaluating situations and making decisions.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to be resourceful and calm in emergencies.
- Ability to supervise and direct others.
- Ability to communicate effectively with individuals and groups both orally and in writing.
- Ability to utilize a variety of computer systems in order to provide patient medications including robotics.

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 20% of time is spent working at a desk. Balance of time (approximately 80%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Vision: Ability to view x-ray, medical records, effectively use a computer screen and interpret printed materials, memos, and other appropriate paperwork. Lifting / Carrying: Ability to occasionally lift and/or move objects weighing up to 25 pounds. Stooping / Kneeling: Ability to provide patient care, access files/stock supplies in low cabinets and shelves. Reaching / Handling: Ability to use hands to finger, handle, or feel; reach with hands and arms, input information into computer systems and retrieve and work with appropriate paperwork, equipment, and supplies. Use of standard medical prescription drugs and supplies, medical instruments and equipment, office equipment, computer, telephone, calculator, copiers, and fax. Work is performed in a medical office/clinic environment; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT: LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date