



JOB DESCRIPTION

POSITION:

PHARMACIST IN CHARGE
Director of Pharmacy

Reports to:

Approved:

Revised:

11/10/2015; 02/14/2017; 05/04/2017;
6/22/2017; 11/5/2020; 1/26/2022; 10/23/2023

Department:

FLSA:

Clinical
Exempt

Basic Function: Under the direct supervision of the Director of Pharmacy, the Pharmacist provides efficient, high quality pharmaceutical care where the patient's needs are always the primary concern.

Essential Functions:

1. Ensure safe, appropriate, cost-effective medication therapies.
2. Prepares medications by reviewing and interpreting physician orders; detecting therapeutic incompatibilities.
3. Dispenses medications by compounding, packaging and labeling pharmaceuticals.
4. Provide education and information on medication therapy. Counsels patients about their medications.
5. Advise customers on the selection of medication brands, medical equipment, or healthcare supplies.
6. Provide specialized services to help patients manage conditions such as diabetes, asthma, smoking cessation, or high blood pressure.
7. Maintains accurate, up-to-date patient records.
8. Ensures medications are appropriately labeled and stored.
9. Assist in the maintenance of financial control through conservative use of inventories and supplies.
10. Assist in the coordination of the pharmacy with outside agencies to assure compliance with all state and federal rules, regulations and laws governing pharmacy activities.
11. Maintains safe and clean working environment by complying with procedures, rules and regulations.
12. Complies with CHC Standards of Conduct, Code of Conduct and Corporate Compliance.
13. Abides by all CHC Pharmacy Policies and Procedures, including those set forth by HRSA and the 340B Drug Program.
14. Supervises pharmacy staff.

Secondary Functions:

1. Participates in Quality Improvement.

2. Understand role in Disaster Plan and that safety is a condition of employment.
3. Follows CHC's policies and procedures.
4. Serves on various CHC and community committees as required/requested.
5. Attends staff and provider meetings as required.
6. Attends meetings, seminars, and conferences as appropriate to ensure skills and knowledge remain current. Completes required annual Agency training.
7. Assist in the coordination of pharmacy practices with other health care departments by maintaining working relationships with all departments.
8. Other duties as assigned.

Minimum Qualifications:

1. Ability to perform each essential function duty satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Graduate of an accredited pharmacy school
3. Valid Arizona or Nevada License to practice, depending on location.
4. Possess a valid driver's license.
5. Ability to read, write and speak English.
6. Good interpersonal and human relations skills are required. Must possess skills to empathize and care for a variety of patients, including low-income and diverse cultures and treat everyone (internal and external customers) with respect and dignity.
7. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Canyonlands' security and privacy policies.

Preferred Qualifications:

1. Three (3) plus years of directly related experience.
2. Bi-lingual (English/Spanish/Navajo) language skills.
3. Knowledge of Microsoft programs with the ability to effectively communicate using Outlook.

Appearance Standards:

This position shall follow the appearance standards as outlined in Canyonlands' Personnel Policy "*Personal Appearance*".

Physical Requirements:

	Not Applicable	Occasionally	Frequently	Constantly
Stand				X
Vision - near				X
Vision – w/assistance				X
Walk			X	
Sit		X		
Handling				X
Reach outward			X	
Reach above shoulder			X	
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend		X		
Lift/Carry				
10 lbs or less		X		
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs		X		
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs		X		
41-100 lbs	X			
Over 100 lbs	X			
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			

OSHA CATEGORY CLASSIFICATION:

I understand that the duties that are required of me in my position place me in Category I.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Travel is is not required. It is anticipated that travel will be: 0% – 10% 50%-75%
 10% – 25% 75% - 90%
 25% – 50%

Canyonlands requires all staff to be vaccinated for Flu, Hep B, MMR, Tdap, Covid-19, and Varicella. New employees must be screened for Tuberculosis.

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. **Canyonlands will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

Print Name

Signature

Date