



Position Description

Position Title: Pharmacist
Department: Pharmacy
Reports To: Pharmacy Director
Status: Non-Exempt

Summary

The individual will be responsible for dispensing of patient medications and collaboration with clinical provider staff for all Health Center locations.

Duties & Responsibilities

- Ensure that the day-to-day management of the pharmaceutical services are maintained in the absence of the Pharmacy Director
- Maintain working knowledge of current pharmacy practice and protocols for medication dispensing
- Comply with all laws and regulations regarding the dispensing of patient medications
- Fill new prescriptions and refill existing prescriptions as appropriate
- Ensure the receipt of payment for all medications dispensed
- Be an ambassador for pharmacy services
- Promote the mission, vision and values of the organization in all interactions
- Report to work as scheduled
- Other duties as assigned

Qualifications

The individual must respect the confidentiality of patient information while performing job duties and to establish and maintain effective working relationships with patients, employees and public. The individual must also possess excellent understanding of prevailing standards of medical practice, and the ability to constructively participate in a clinical quality improvement. The position includes having to meet deadlines, deal effectively with time pressures and stress and write reports and correspondence. Intermediate math skills and legible handwriting is a must. Quality, accuracy, thoroughness, timeliness and reliability of work performed are essential. The individual must have a valid drivers license, be insurable and provide own transportation.

Education and/or Experience

The individual must possess a Bachelor of Science degree or Pharm-D from an accredited school of pharmacy and have a current and valid Pharmacist License from the state of Wisconsin. Must be certified in BLS.

Communication Skills

The individual must possess very strong oral and written communication skills and have the ability to read and understand documents; write routine reports and correspondence; speak effectively before groups of customers or employees of organization. Bilingual skills (Spanish/English) are helpful, but not required.

The individual must communicate with patients, families, communities, other health professionals and co-workers in a responsive and responsible manner to support a team approach to the maintenance of health and the treatment of disease. Engage others, appropriate to the specific care situation, in shared patient-centered problem solving.

Computer Skills

The individual must have a working knowledge of computers and common software programs, i.e. Windows based programs, Microsoft Office suite, and Internet/web based programs. The individual must have the ability to learn simple spreadsheet entries and patient management information system functions of appointment scheduling, charge entry, payment transactions, etc.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may require sitting or standing for long periods of time; also stooping, bending and stretching
- Occasionally lifting 25 pounds or more
- Requires manual dexterity sufficient to operate a keyboard, telephone, copier and other such equipment
- Specific vision abilities required by this job include close vision, color vision and ability to adjust to focus

Work Environment

Work is performed largely indoors and most days are spent working directly with patients. Interaction with others is frequent and interruptive. Work may be stressful at times. The noise level in the work environment is usually moderate. Work hours correspond to the hours that the health center is open, which include weekday business hours and exclude holidays and weekends. Occasional unscheduled overtime may be required. Community involvement is encouraged but not required.

Acknowledgement

This job description describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date