

COMMUNITY HEALTH PARTNERS, INC.

The Community Health Partners (CHP) believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee nor CHP to just the work identified. It is our expectation that each employee will offer their services wherever and whenever necessary to ensure the success of our endeavors.

Job Title: Staff Pharmacist
Position Status: Exempt
Effective Date: 6/2020
Reviewed By: Pharmacy Director

JOB SUMMARY: Functions as a member of the primary health care team under the general supervision of the Pharmacy Director. Performs professional pharmacist duties to include clinical and retail pharmacy duties in the daily operations of the Community Health Partners Pharmacy Department.

ESSENTIAL JOB FUNCTIONS:

1. Provides pharmacy services to patients in the daily operation of all facets of the CHP Pharmacy Department.
2. Makes recommendations to supervisor for design and implementation of pharmacy service improvements.
3. Understands and maintains the integrity of the pharmacy's various programs including the 340B program, Medication Assistance Program, ambulatory care pharmacy, in-house pharmacy, and other programs as added.
4. Monitors and assesses 340B rule changes, attends trainings, and ensures 340B program is compliant with federal regulations.
5. Responsible for day-to-day operation of the in-house pharmacy, including supervision of pharmacy staff and students, and ensuring good customer service. Responds to patient calls for refills in a timely manner.
6. Maintains pharmacy and pharmacy operations in compliance with Montana State Board of Pharmacy and Federal Drug Enforcement Agency standards. Follows ASHP and APhA guidelines.
7. Carries out ongoing pharmacy quality assurance activities and participates in agency quality assurance activities.
8. Addresses clients, patients, providers and staff concerns or questions relating to the pharmacy, program operations and/or other technical difficulties.
9. Orders and checks-in pharmaceuticals including controlled substances and maintains the CII perpetual inventory.
10. Ensures security and safe storage of medications.
11. Oversees inventory control, paying strict attention to using the correct inventory for the correct program (i.e. retail stock for Medicaid Rx's, 340B stock for sliding fee Rx's), as well as on-hand inventory amounts.
12. Reviews prescription pricing to ensure proper use of price codes and make the Pharmacy Director aware of third party losses. Adjusts inventory to optimize savings.
13. Maintains compliance with applicable policies, procedures, pharmacy laws and regulations, and accreditation/licensure requirements.
14. Serves as a liaison in the pharmacy community and participates in organizational committees or groups.
15. Documents medication-related information in the electronic health record.
16. Precepts Advanced Pharmacy Practice Experience (APPE) students including scheduling, supervising, evaluating, providing feedback on performance and assignments, leading case conferences, attending the annual clinical instructors meeting in Missoula when able, and other duties as needed.
17. Responds to pharmacy related questions and provides oral and/or written drug information upon request.
18. Performs prospective drug utilization reviews to assess potential drug interactions, drug allergies, therapeutic duplications, correct drug and appropriate dose, patient compliance, etc.
19. Performs comprehensive medication therapy management and makes appropriate recommendations to the primary care provider.
20. Offers counseling and patient education on medications dispensed and on all new medications.

21. Assists in the development and implementation of pharmacy protocols.
22. Reports to immediate supervisor and designated others accurately concerning work progress, including present and potential work problems and suggestions for improvements.
23. Participates in CHP staff and board meetings as required.
24. Performs other duties as assigned.

Additional Responsibilities:

1. Focus on in-house pharmacy implementation and growth.
2. Focus on sustainable ambulatory care pharmacy growth.
3. Participates in development of programmatic procedures, protocols, standards and regulations appropriate for patient care, as well as CQI involvement.
4. Participates in problem solving and Continuous Quality Improvement (E2) and risk management activities by applying LEAN principles, engaging in Patient Centered Medical Homes and Meaningful Use recognition programs and working to implement patient centered communication skills.
5. Furthers the mission of CHP through active support of the strategic goals.
6. Ability to report to work as scheduled and to work a flexible schedule when needed which may include travel to other sites.
7. Understands and adheres to HIPAA regulations.

Knowledge, Skills, and Attitude:

1. Knowledge of federal laws and standards for federally qualified health centers.
2. Knowledge of community and health system pharmacy law and management.
3. Knowledge of drug information and therapeutics.
4. Knowledge of Montana Code Annotated.
5. Knowledge of 340B Programs. Understands rules and regulations pertaining to 340B including patient eligibility and inventory replenishment.
6. Knowledge of fiscal responsibility and budgeting practices preferred.
7. Experience working with limited resource population.
8. Ability to work with grace under pressure.
9. Ability to communicate effectively orally and in writing.
10. Ability to follow verbal and written instructions.
11. Ability to work in a team and to share responsibilities and duties.
12. Ability to resolve interpersonal conflict in a straightforward and timely manner.
13. Ability to set priorities, plan and organize, and be a self-starter.
14. Ability to be friendly, empathetic and an adept communicator.
15. Ability to treat both staff and patients with respect.
16. Ability to navigate technology efficiently.
17. Ability to gracefully accept and respond to feedback.

Essential Physical Requirements

	Occasionally (1%-33% of day)	Frequently (34%-66% of day)	Continuously (67%-100% of day)
Sitting		X	
Standing		X	
Walking		X	
Speaking/Hearing			X
Seeing			X
Hand/Wrist Work (ie. Keyboarding)			X
Pushing/Pulling	X		
Fine Manipulation		X	
Grasping		X	
Reaching		X	
Bend	X		
Kneel	X		
Squat	X		
Climb	X		
Lift 1-10 lbs	X		
Lift 11-20 lbs	X		

JOB QUALIFICATIONS:

Education:

Bachelor of Science, Master of Science, or Doctor of Pharmacy received from an ACPE accredited School of Pharmacy.

Montana Pharmacist License prior to start date.

Experience:

One or more years' experience as a registered pharmacist preferred, including health-systems, retail pharmacy, and community health practice experience.

I have read the above job description and have had all my questions answered.

Employee: _____ Date: _____