

JOB TITLE: Pharmacist

CLASSIFICATION: Exempt

REPORTS TO: Chief Pharmacist

IT SECURITY LEVEL: Pharmacy

JOB SUMMARY: The pharmacist serves patients by preparing and distributing pharmaceutical products to customers of the health center's retail pharmacy. The pharmacist provides pharmacological information to customers, as well as to the health center's multidisciplinary health care team. The pharmacist will provide direct supervision over pharmacy technicians working in the pharmacy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews and interprets provider orders for pharmaceuticals, identifying any therapeutic incompatibilities.
- Dispenses medications by compounding, packaging, and labeling pharmaceuticals.
- Controls medications by monitoring drug therapies; advising interventions.
- Completes pharmacy operational requirements by organizing and directing technicians' workflow, verifying the preparation and labeling of pharmaceuticals, and verifying order entries, charges and inspections.
- Provides pharmacological information to customers by answering questions and counseling patients on drug therapies.
- Provides pharmacological information to the health center's multidisciplinary healthcare team.
- Complies with state and federal laws as regulated by the state board of pharmacy, the DEA and the FDA.
- Maintains records for controlled substances and removes outdated and damaged drugs from the pharmacy inventory.
- Directly supervises on-duty pharmacy technicians.
- Practices and promotes adherence to infection control, HIPAA, corporate compliance and patient safety guidelines.
- Ensures that drugs are appropriately labeled, stored and utilized according to regulatory and manufacturer standards.
- Maintains up-to-date knowledge of the profession by participating in organization memberships; by attending meetings, lectures, in-services and seminars; by reading journals; and by complying with Michigan Board of Continuing Education to maintain professional competency and proficiency.

Corporate Compliance/Security Responsibilities:

- Upholds all HIPAA requirements in a manner consistent with EJFHC's policies, professional standards of conduct, state and federal laws/regulations governing FQHC's.
- Upholds security responsibilities for the protection of EJFHC IT systems and data, including:
 - adherence to user password guidelines;
 - restraint from leaving workstation unsecured;
 - appropriate use of Internet access while at work and while utilizing EJFHC devices;
 - use of abundant caution regarding phishing emails; and
 - prompt reporting of lost/stolen IT devices.
- Reports suspected violations of code of conduct, policies, procedures, laws and regulations to a supervisor, the compliance officer or to the anonymous compliance hotline.

General:

- Works productively and effectively in a complex environment, handling multiple and changing priorities. Deals with stress in a calm, positive and professional manner.
- Actively demonstrates a willingness to make a meaningful contribution to the work environment, as evidenced through behavior and attitude.
- Refrains from issuing unprofessional, offensive, inappropriate email, text message or other forms of written communication.
- Actively supports and participates in the organizational performance improvement program.
- Demonstrates the ability to work in a multidisciplinary healthcare team environment.
- Participates in activities promoting professional growth and development.
- Participates in the mission, vision and values of the Health Center.

WORK ENVIRONMENT: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires frequent sitting, occasional bending and stooping, occasional lifting, frequent walking and standing, and occasional reaching forward and overhead. It also requires frequent repetitive arm and finger movements on a computer keyboard. May occasionally have to lift patients, office equipment or reams of paper, usually not exceeding fifty (50) pounds.

HOURS OF WORK: As established by supervisor

REQUIREMENTS:

EDUCATION: Must hold current certification/registration or be eligible for certification/registration within 12 months of hire.

Must have a current BLS certification

EXPERIENCE: Experience with ambulatory care is preferred.

OTHER REQUIREMENTS:

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

East Jordan Family Health Center provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, East Jordan Family Health Center complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

East Jordan Family Health Center expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of East Jordan Family Health Center's employees to perform their job duties may result in discipline up to and including discharge.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

SUPERVISOR SIGNATURE: _____ **DATE:** _____

Revised 05/20/2022 (Report to updated) - Wilhelm