



**Job Title:** Pharmacist  
**Department:** Pharmacy  
**Supervisor:** Pharmacy Manager  
**FLSA Status:** Non-Exempt  
**Approved Date:** 1-1-18

### **Position Summary**

Review prescriptions prepared by staff for accuracy and appropriateness prior to dispensing to patients. Dispense medications and medication information to patients, providers, and clinic staff to improve medication use and compliance. Assist with supervision of ancillary staff and assist the Pharmacy Manager in maintaining a successful pharmacy practice.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

1. Reviews and interpret prescriptions issued by health care providers to ensure safety, accuracy, and appropriateness prior to dispensing to patients.
2. Uses the Pharmacy Management Software to enter, verify, and approve prescriptions and perform Drug Utilization Reviews.
3. Dispenses prescriptions to patients.
4. Counsels patients and providers on drug information, interactions, adverse effects, dosage, storage, and other related information.
5. Instructs, supervises, and educates pharmacy interns and resident providers in proper medication selection, dosing, storage, and patient education.
6. Assists with supervision of ancillary pharmacy staff engaged in preparing, packaging, and labeling pharmaceuticals.
7. Maintains established policies & procedures concerning pharmacy operations, 340B program compliance, medication quality assurance, security, and disposal of hazardous waste medications.
8. Compounds medications, when necessary, using standard formulas and processes such as weighing, measuring, and mixing ingredients.
9. Processes refill and prescription transfer requests submitted by patients according to approved prescribing protocol procedures.
10. Initiates prior authorization requests and resolves medication billing problems with insurance providers.
11. Assists clinic nurses/providers in processing outside refill requests, prior authorizations, and other medication questions when requested or as time permits.
12. Monitors medication therapy, reviews charts, and makes recommendations to providers when necessary to optimize patient care.

13. Prepares encounters in the EMR to document visits with patients for warfarin monitoring through INR checks, Medication Therapy Management visits, and other clinical operations.
14. In the absence of the Pharmacy Manager may be required to assume the essential responsibilities and duties.

### **Competencies**

To perform the job successfully, the following competencies should be demonstrated.

**Attendance/Punctuality** - Is consistently at work and on time, as established; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**CHCW Culture** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values; follows policies and procedures; supports organization's goals and values; shows respect and sensitivity for cultural differences; follows instructions; responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan; asks for and offers help when needed.

**Communications** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings; writes clearly and informatively; edits work for spelling and grammar; keeps others adequately informed; selects and uses appropriate communication methods.

**Customer Service for Internal and External Customers/Patients** - Manages difficult or emotional customer/patient situations; responds promptly to customer/patient needs; solicits customer/patient feedback to improve service ; responds to requests for service and assistance; meets commitments.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; maintains confidentiality per policy and regulations; fluent in Microsoft Office programs, including Word, Excel, PowerPoint and Outlook and job related software and computers; uses resources effectively; pursues training and development opportunities; adapts to new technologies; keeps technical skills up to date.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics; adapts to changes in the work environment; changes approach or method to best fit the situation.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness; applies feedback to improve performance; monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

**Teamwork** - Exhibits objectivity and openness to others' views; gives and welcomes feedback; establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to co-workers; works cooperatively in group situations; works actively to resolve conflicts.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Bachelor of Pharmacy or Doctor of Pharmacy degree from an accredited college of pharmacy. Completion of required Intern hours or equivalent to qualify for state licensure.

**Certificates, Licenses, Registrations**

Washington State Pharmacist License  
May be required to obtain Pharmacist Preceptor License  
Current CPR Certificate preferred

**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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to walk; sit; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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Employee Print Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date