

POSITION DESCRIPTION

POSITION:	PHARMACIST	LICENSED: No
DEPARTMENT:	Bay Mills Pharmacy	GRADE: Contracted
REPORTS TO:	Director of Pharmacy	STATUS: Exempt

POSITION SUMMARY:

Under the supervision of the Director of Pharmacy, the Pharmacist is responsible for overseeing day to day function of the pharmacy, including supervising pharmacy technicians, reviewing all medications orders, dispensing prescriptions, and counseling patients.

ESSENTIAL FUNCTIONS:

1. Responsible for proper interpretation and dispensing of prescriptions and ensure no prescription leaves the pharmacy without final verification by the pharmacist.
2. Reviews all prescription orders for safety and appropriateness. Dispenses medications with very high degree of accuracy to minimize risk to patients.
3. Use professional judgment regarding any drug utilization review called into question, for example: drug/food interactions, to any synergistic, antagonistic and cumulative effects, as well as questionable overdoses or incompatibilities, etc. and communicating with the prescriber whenever deemed necessary to achieve resolutions.
4. Ensure that patient safety is one of the utmost important factors when determinations are being made by the pharmacist.
5. Counsel patients' on general health issues, prescription medications, OTC medications, etc.
6. Ability to compound medications when medically necessary and not commercially available at the time of dispensing.
7. Ensuring proper dosing is calculated for each prescription.
8. Provide guidance and advice to Pharmacy Technicians in execution of their duties.
9. Collaborate with health care providers to plan, monitor, review or evaluate drug therapy.
10. Understand and maintain the integrity of federal 340b program under compliance of HRSA OPA rules and regulations.
11. Communicate with third-party billing as necessary to resolve any billing issues.
12. Manage pharmacy staff so achieve efficiency and cohesion amongst staff.
13. Complies with policies regarding the perpetual inventory system regarding Schedule II medications, other controlled substances, and other medications subject to diversion.
14. Provide drug information to patients and to Health Center staff, on such matters as the chemical differences between compounds, proper dosages, general administration of drugs and medicines, toxicity, precautions, alternative medications, contra-indications, side reactions, synergistic actions, forms of current new drugs, new usages for current drugs, and comparative cost of drugs with the same or similar properties.
15. Maintain records, such as pharmacy files, patient profiles, charge system files, and inventories.
16. Maintain professional competence, continuing education requirements and licensure.
17. Teaches Pharmacy students/interns in preparation for their graduation or licensure.
18. Complies with state/federal laws and regulations, USP standards, and Drug Enforcement Agency Control Substance regulations set forth by the state and DEA, and any other applicable laws pertaining to pharmacy practice.

19. Must attend all mandatory trainings offered through the Bay Mills Human Resources and Bay Mills Health Center.
20. As a supervisor/manager, you must familiarize yourself with the Bay Mills Personnel Policies and Procedures handbook so you can fairly and consistently apply those to all departmental employees.
21. Other duties may be assigned within the scope and complexity of this position's essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to stand with occasional walking and sitting. Occasionally the employee must bend, squat, crouch, and kneel. The employee is frequently required to use hands for firm manipulation and reach with hands and arms above shoulder level. The employee must occasionally lift and/or move up to 25 pounds while frequently lifting and/or moving up to 10 pounds.

POSITION REQUIREMENTS:

1. Must have an active in good standing Registered Pharmacist license and Pharmacist Controlled Substance License issued by the State of Michigan.
2. Bachelor's Degree in Pharmacy or Doctor of Pharmacy degree required.
3. Three years pharmacy experience preferred.
4. Must have ability to speak clearly and comfortably to patients and coworkers using tact, sensitivity and discretion.
5. Must have an excellent past work and attendance record, as demonstrated through references and background checks.
6. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
7. Must have demonstrated; and be willing to maintain high levels of confidentiality.
8. Will be required to complete and pass pre-employment drug testing.
9. Must successfully complete and pass all criminal history background investigations required by federal and Michigan law, including the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. sec. 3201, et seq.
10. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: OPEN UNTIL FILLED

APPLY TO: Send Cover Letter, Resume, and 3 Letters of Reference to:

Anna Carrick or Renae Wiczorek
Human Resources Generalists
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523 or (906)-248-8528

recruitment@baymills.org

Subject: Pharmacist

**Applications can be found on the Bay Mills website at
www.baymills.org under the employment section**