



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Pharmacy Manager		<b>JOB CODE:</b> PHAX	
<b>GOVERNMENT – EMPLOYEE</b>		<b>EEO:</b> 2	<b>PAY GRADE:</b> 45
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD/IHS	<b>NATIVE AMERICAN PREFERENCE</b>

*“All employees are subject to the Drug, Alcohol and Controlled Substance Policy.”*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

The Ho-Chunk Nation managing pharmacist position functions as an on-line supervisor of both professional and non-professional staff in a complex Federal Indian Health Service clinical and Wisconsin State licensed retail dual pharmacy operation. In addition to the skills, duties, and responsibilities of the HCN pharmacist job description, this position requires initiative, self-direction, and critical decision making as well as knowledge and proficiency in pharmacoeconomics, management, supervisory aptitude, and ability to receive executive direction from the Director of Pharmacy.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Coordinates and maintains safe and efficient workflow and daily operations through scheduling work assignments, establishing priorities, and directing duties of supervised staff on a daily basis and measured by annual customer service evaluations.
2. Directs the maintenance of pharmacy inventories for accuracy and integrity and manages supply purchases to ensure the most cost effective products are procured measured by the annual Ho-Chunk Department of Treasury end of fiscal year audits and annual budget expenditure review.
3. Develops innovative marketing strategies and business recruitment initiatives to increase utilization of the Ho-Chunk Nation pharmacy in collaboration with the Pharmacy Director and measured by Ho-Chunk Department of Treasury revenue reports annually.
4. Collaborates with professional and non-professional health department staff to develop improved patient-centered care initiatives through a multi-disciplinary integrative team approach and mentors staff pharmacists in the medical home model measured monthly by the Health Care Team medical staff meeting minutes and Integrative Team meeting participation.
5. Develop and implement policies, procedures, and strategic planning in collaboration with the Pharmacy Director measured by the Health Department Strategic Plan updates annually.
6. Assist the Pharmacy Director with reconciliation of pharmacy business operations, professional services, patient care, and all other advanced pharmacy operational duties between geographical locations of the pharmacy division operations, Health Department Administration policy, and pharmacy staff measured by monthly pharmacist manager meeting and Health Care Team medical staff meeting minutes.
7. Other duties as assigned within the scope of this job description.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Develops policy and strategic plans; implements operating plans
Supervisory Accountability	Supervises professionals and non-managers; supervises associates below supervisory level
Organizational Accountability	Manages workgroup (operation) within a sub-unit (division) of a department



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Financial Accountability	Monitors expenditures
Customer Accountability	Interfaces with regulatory authorities; Interfaces with outside customers; Interfaces with inside customers
Freedom to Act	Operates with significant independence; Subject to general input from supervisor; subject to regular review by supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. Doctor of Pharmacy (Pharm.D.) from an accredited program or Bachelor of Science in Pharmacy (BS Pharmacy); AND State Board Licensed in the State of Wisconsin.

**ESSENTIALS:**

1. Valid driver's license, dependable transportation, and proper automobile insurance.
2. United States Public Health Service Commissioned Corp Officer eligible within one year of date of hire is preferred.

**EXPERIENCE:**

1. Minimum of 2 years' experience as a practicing licensed pharmacist.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Working knowledge of JCAHO/AAAHC requirements to include pharmacy and therapeutics, drug utilization, and quality improvement and assessment.
2. Knowledge and experience in training and supervisory techniques.
3. Thorough knowledge of pharmacy and medical professional standards in addition to complete competency and proficiency of professional and clinical skills.
4. Ability to motivate, educate, and lead professional and non-professional pharmacy staff.
5. Excellent communication aptitude and possess a diplomatic approach to problem solving and collaboration.
6. Ability to assume responsibility for the management of the pharmacy operations.

**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department manager ensures that all employees of the department receive appropriate training, counseling, and understand all of the applicable procedures so that they can safely do their assigned work.

**WORKING CONDITIONS**

1. Ability to work required long periods of standing, bending, reaching, and lifting boxes of pharmacy supplies weighing twenty pounds or less.
2. Standing and walking are greater than 90% of the time.