



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Pharmacist		<b>JOB CODE:</b> PHAR	
<b>GOVERNMENT – EMPLOYEE</b>		<b>EEO:</b> 2	<b>PAY GRADE:</b> 41
Exempt	Flex	<b>FUNDING SOURCE:</b> NPD	<b>HO-CHUNK 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*

*“This position requires compliance with the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Part 3207 (c) and shall be subject to a background investigation as a condition of employment”*

### **POSITION OVERVIEW**

The Ho-Chunk Nation staff pharmacist position requires specialized clinical ambulatory care pharmacy skills and the ability to serve unique patient populations without prejudice and bias. The position further requires tactful interpersonal interaction ability in order to professionally interact with professional staff, vendors, and patients.

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

1. Counsel patients regarding disease state management, pharmacological and non-pharmacological interventions, and adverse effects of prescribed medications on a daily basis and measured by patient satisfaction survey results.
2. Maintain an inventory of pharmaceuticals according to established formularies and order pharmaceuticals from approved pharmacy vendors on a daily basis and report to Pharmacy and Therapeutics/Health Care Team medical staff meetings quarterly.
3. Computes dosage, weights and measures drugs, mixes and compounds drugs and chemicals to determine proper dosage, evaluates permissible concentrations on a daily basis, and measured by medication error tracking.
4. Supervise non-professional pharmacy staff to ensure patient safety, prescription order accuracy, quality customer service, and maintain a healthy and safe work environment measured by customer complaints, employee incident reports and complaints, medication error tracking, and patient satisfaction surveys annually.
5. Review inpatient/outpatient medical records and pharmacy profile prior to dispensing each medication for safety, appropriateness, and effectiveness of drug therapy and alerting the medical staff of any prescription or dosage that can be harmful or dangerous to the patient on a daily basis and reported to the Health Care Team medical staff monthly.
6. Develop and implement quality improvement monitors, documents required quality improvement monitoring data, and reports to the quality improvement meetings on an annual basis.
7. Interface with medical providers on patient cases by recommending appropriate therapeutic plans, making sound pharmaceutical care decisions, and devising and documenting follow-up plans in clinic electronic medical record (EMR) while reporting teaching examples to Health Care Team medical staff monthly.
8. Identify opportunities to improve pharmacy workflow and collaborate with pharmacy manager to assess and develop strategies to implement changes as measured annually by number and scope of opportunities identified and recognizable pharmacy business and operational enhancements.

### **JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
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Supervisory Accountability	Supervises associates below supervisory level
Organizational Accountability	None
Financial Accountability	None
Customer Accountability	Interfaces with regulatory authorities; Interfaces with outside customers; Interfaces with inside customers
Freedom to Act	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 insurance.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Possess a broad professional knowledge in the field of clinical pharmacy and aspects of the total pharmacy operations.
2. Basic knowledge of medicinal, chemistry, pharmacokinetics, pharmacology, microbiology, pathology, and toxicology to independently perform professional assignments.
3. Knowledge of proper drug and medication storage to ensure preservation and security.
4. Knowledge of potential side effects of certain drugs or medications to properly advise and counsel patients.
5. Working knowledge of JCAHO/AAAHC requirements to include pharmacy and therapeutics, drug utilization and quality improvement and assessment

**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 fifty pounds or less.
2. Willingness and ability to perform required travel to field locations to provide pharmacy services.
3. Standing and walking are greater than 90% of the time.