

**MAKAH TRIBE
POSITION DESCRIPTION**

JOB TITLE: Pharmacy Manager

EXEMPT: Yes	JOB CODE: N/A
TARGET SALARY: \$55.00/ DOQ	SHIFT: 8:30 to 5:30 Flex
PROGRAM: Clinic	LOCATION: Clinic
REPORTS TO: Clinical Director	

SUMMARY: The Pharmacy Manager serves as the lead Pharmacist at the Sophie Trettevick Indian Health Center overseeing all pharmacy services at the clinic in accordance with applicable federal, state, and tribal laws and ethical standards of practice.

ESSENTIAL DUTIES AND RESPONSIBILITIES include Oversees all pharmacy related functions within the clinic and develops policies and quality assurance measures to support pharmacy operations. Performs clinical and dispensing services in a manner that ensures safe, efficacious, cost- effective drug therapy.

Performs the following management responsibilities:

- review policies and procedures and suggest revisions for Health Board approval
- supervise pharmacy staff and delegate tasks to balance the workload
- develop and implement quality improvement measures
- keep electronic drug files and ordering menus updated
- select and maintain appropriate drug inventory
- manage reports, receipts, and inventory for controlled substances
- ensures the STIHC pharmacy is compliant with all applicable federal and state pharmacy laws

Provides education and consultative services to patients regarding instructions adverse reactions and contraindications of drugs, any special requirements for storage and information on disposal of unused drugs.

Provides information and consultation to medical providers on contraindications, side effects, and availability or alternative medication to avoid incompatibilities and minimize side effects, and overcome potential adverse drug interactions,.

Consults with medical and other staff on recommendations for efficient operation of the pharmacy.

Provides in-service training to staff covering such topics as pharmaceutical actions of drugs, rationale for drug selection, storage of drugs, drug usage and misuse.

Participates in teaching programs for residents and interns.

Total responsibility for administrative operations of the pharmacy which involves electronic health records, reports, drug inventory and supplies, budget analysis, forecasting and general management.

Maintains a complete and high-quality library of medical and pharmaceutical references books and journals and online resources for researching drug information and continuing education.

Provides conscientious fiscal management of pharmacy operations, working closely with Business Office and leading the Business of Pharmacy Committee in order to minimize unnecessary expense or loss of revenue through Point of Sale and prior authorization procedures. Manages resources to ensure compliance with formulary and policy guidelines. Goal is to return pharmacy revenue into more services to patients.

Contributes input to the STIHC contract pharmacy program with policy development and cost control considerations.

Chairs the Pharmacy & Therapeutics committee and is a participating member on other committees.

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

SUPERVISORY RESPONSIBILITIES:

Directly supervises 3 employees in the Pharmacy program. Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and disciplining employees, addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS 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

Bachelors or doctorate of pharmacy degree from a college of pharmacy accredited by the American Council on Pharmaceutical Education.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid Washington State Driver's license and insurable. A certified copy of an individual's driving records for the past three years of operation, obtained from the Department of Motor Vehicles in the state in which the driver's license is issued will be conduct upon hire.

This position is classified as a sensitive Tribal position. Therefore, applicant must submit to and clear a pre-employment criminal background check.

Must have a current unrestricted licensed to practice pharmacy in Washington State (provide a photocopy of license). Will accept an current unrestricted out of State license with the willingness and ability to obtain a WA license within 90 days of hire.

OTHER QUALIFICATIONS**OTHER SKILLS AND ABILITIES**

Ability to work in a team setting with excellent communication, customer service, and organizational skills.

Ability comply with HIPAA regulations, which mandates the incumbent shall maintain complete confidentiality of all administrative, medical and all other pertinent information that comes to his/her attention or knowledge.

Ability to effectively communicate to patients the medication and dosages prescribed and answer patient questions.

Must have knowledge of current dispensing practices and drug compounding, correct labeling, drug regulations, and therapeutic incompatibilities.

Must have knowledge of basic pharmacy management functions.

Must have knowledge of Pharmacology, pathophysiology, pharmacokinetics, disease states, and treatments.

Ability to deal with persons with diverse backgrounds tactfully and effectively.

Ability to ensure good public relations by maintaining a cooperative and considerate attitude toward others, must be able to handle difficult patients.

Computer experience is required. Must be able to work with programs such as; word, excel, electronic health records and additional software program experience is preferred.

Must submit to and clear a pre-employment alcohol and drug test and random testing, in accordance with the Drug and Alcohol-Free Workplace Act of 2002.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand; walk; sit; reach with hands and arms; stoop; talk or hear in an enclosed office. The employee must regularly lift and/or move more than 25 pounds. Majority of work is limited to sedentary type assignments.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work is performed in a Pharmacy within an ambulatory health care setting. There is common exposure to contagious and infectious diseases. Hepatitis B vaccine is recommended and offered at no cost. The work will likely include a certain amount of exposure to hostile and emotionally disturbed patients, families, and visitors.

SPECIAL REQUIREMENTS

Immunization Requirements: Must be immunized against measles and rubella, or provide documentation /proof of immunity prior to employment. All employees shall have a tuberculin test upon employment and annually thereafter.

EXCEPTION: If you were born before 1957 you are **NOT REQUIRED** to have the measles and rubella immunization nor do you need to provide documentation. If employee is known to have a positive TB test prior to entrance on duty, no TB testing will be carried out; instead the employee shall see a physician to establish an individualized program to assure the absence of active TB in the employee.

SPECIAL CONSIDERATION: if you are allergic to any component of the vaccine or have a documented history of severe reaction to vaccine or are currently pregnant you may not have to be immunized, however you are required to provide documentation/proof, in order to be considered for employment.

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this position description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCESS:

Submit a Tribal Application for this position with supporting documentation to:

Makah Tribal Council
Human Resources
P.O. Box 115
71 Makah Bay Drive
Neah Bay, WA 98357
Fax: (360) 645-3123
E-mail: katherine.thompson@makah.com

OPEN: August 21, 2019

CLOSE: September 19, 2019

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a Tribal application, or not including required certification, your application will not be reviewed and will be disqualified.

The Makah Tribal Council is an Equal Opportunity Employer and actively encourages applications from all persons regardless of race, color, religion, sex, age, national origin, marital status or ancestry, sexual orientation or sensory, mental, physical, or other non-disqualifying disability. Indian Preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, Sections 472 and 473.