

**CASSOPOLIS FAMILY CLINIC NETWORK
JOB DESCRIPTION**

Title: Pharmacist

FLSA: Non-Exempt

Originated: 7/9/2014

Department: Pharmacy

Revised: 5/2017

Location: Cassopolis Family Clinic

SCOPE OF RESPONSIBILITIES:

Provides pharmaceutical services to the patients of Cassopolis Family Clinic and the community utilizing the highest level of professional ethics and standards.

DUTIES, FUNCTIONS AND RESPONSIBILITIES:

- Promotes the mission and philosophy of providing quality health care and related services to the medically underserved. Upholds and ensures compliance with all corporate policies and procedures, as well as the mission and values of the organization.
- Ensures all actions, job performance, personal conduct and communications represent the organization in a highly professional manner at all times.
- Maintains a commitment to the achievement of quality healthcare services by maintaining patient rights, safety, privacy, confidentiality and excellent customer service philosophy.
- Accepts, validates, interprets and processes prescription orders.
- Initiates and completes calls with physicians regarding appropriate drug therapy.
- Oversees supportive personnel in a team environment.
- Conducts Drug Utilization Review (DUR) and provides necessary clinical interventions.
- Provides physician education and information/counseling; reconciles drug therapy management issues.
- Responsible for Formulary Management – including Therapeutic Interchange or Substitution, and Coverage Review Programs (e.g. Prior Authorization).
- Ensures quality controls for pharmacy practice by following Standard Operating Procedures and all legal requirements set by the DEA and state pharmacy board.
- Attends all required meetings as designated by Cassopolis Family Clinic Network or Director of Pharmacy.
- Performs all other duties as assigned.

Knowledge, Skills and Abilities Required:

- Education:
 - Bachelor Degree in Pharmacy, Doctor of Pharmacy, and Board Certification in Pharmaceutical Care is preferred. Must have a current pharmacy and controlled substance license in the State of Michigan.
- Experience:
 - Must be licensed to practice in the State of Michigan and have a minimum of one plus years of experience. Experience in a retail/community practice setting is preferred. Must be comfortable in discussing drug therapies with providers. Must be willing to maintain and acquire professional skills through continuing educational resources. Will consider a recent college graduate who has performed Internship or Residency.
- Skills / Abilities / Competencies:

- **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.
 - **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
 - **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
 - **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
 - **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
 - **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Supports everyone's efforts to succeed
 - **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
 - **Organizational Support** - Follows policies and procedures; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
 - **Judgment**- Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.
 - **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Organizes or schedules other people and their tasks; Develops realistic action plans.
 - **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
 - **Safety and Security** - Promotes safety precautions and security measures to ensure the safety of both staff and patients.
 - **Dependability** - 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.
 - **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
 - **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- Interpersonal:
 - Must have excellent verbal, written and listening skills and be able to communicate to a wide range of educational levels and backgrounds.

- Ability to organize, prioritize and manage time.
- Ability to multi-task, set priorities and goals.

Working Environment:

- Must be able to use verbal and listening skills to communicate on the telephone and in person to people of various educational backgrounds on a frequent basis.
- Must be able to reach, grasp, and hold various objects.
- Requires long periods of continuous standing (period of 8-10 hours on a daily basis)
- Must have excellent vision with or without correcting aids.
- The employee must occasionally lift and/or move up to 25 pounds