

## **JOB DESCRIPTION**

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| <b>POSITION TITLE:</b>  | Staff Pharmacist  |
| <b>LOCATION:</b>        | HOPE Clinic   |
| <b>REPORTS TO:</b>      | Pharmacy Manager  |
| <b>EDUCATION:</b>       | Bachelor's degree in Pharmacy or Doctor of Pharmacy with an active Texas Board of Pharmacy License;                                       |
| <b>WORK EXPERIENCE:</b> | 3-5 years of pharmacy retail experience and a good understanding of quality and compliance requirements pertaining to the pharmacist role |
| <b>SALARY RANGE:</b>    | DOE   |
| <b>FLSA STATUS:</b>     | Exempt  |
| <b>POSITION TYPE:</b>   | Full-Time   |
| <b>LANGUAGE:</b>        | Fluent in English; Bilingual in English and Spanish, Arabic, Vietnamese, Burmese, Chinese or other languages is preferred                 |

*HOPE Clinic provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

### **JOB SUMMARY:**

The Staff Pharmacist will provide his/her expertise to assist Pharmacy Manager in the implementation, operation, and daily management of HOPE Clinic's Pharmacy Department. He/she will assist Pharmacy Manager establish and/or ensure the Pharmacy Department operates within all applicable licensing, standards of practice, policies, and procedures for the department and HOPE Clinic. He/she will support the overall successful operation of the department by upholding the board of pharmacy, state, and federal laws and regulations. Staff Pharmacist will assist that all pharmacy personnel complies with all requirements of federal and state pharmacy and drug laws, rules, and regulations, and provide direction and supervision of pharmacy department personnel; including but not limited to pharmacy technicians, interns, and other pharmacists.

### **MAJOR DUTIES & RESPONSIBILITIES:**

- Assist with the implementation of the Pharmacy Department and management of its daily operation;
- Assist Pharmacy Manager maintain compliance with regulatory and accreditation requirements and state licensure requirements as mandated by federal, and state legislation and the Board of Pharmacy;
- Maintain records such as pharmacy files, patient records, charge system files, inventories, and records of controlled substances;

- Collaborate with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of drugs and drug regimens, providing advice on drug applications and characteristics;
- Provide information and advice regarding drug interactions, side effects, dosage, and proper medication storage;
- Analyze prescribing trends to monitor patient compliance and prevent excessive usage or harmful interactions;
- Order and purchase pharmaceutical supplies, medical supplies, and medication by maintaining stock, labeling, storing, and handling it properly;
- Design, manage, and ensure workflows to maintain efficiency and timeliness to patient care;
- Establish quality assurance and performance improvement activities for the department;
- Ensure appropriate audits for controlled substances and compliance with the 340B program;
- Manage 340B program and non-340B program medications;
- Represent the facility in all state and federal regulatory audits, visits, and communication;
- Identify concerns and opportunities and makes recommendations for change to ensure the growth and performance of the pharmacy, when needed;
- Oversee appropriate use of information systems and technology; support systems, automation/barcoding for safety;
- Oversee the pharmacy inventory; control pharmaceutical expenses and maximize revenue; collaborate to develop initiatives that optimize therapeutic outcomes, reduce drug-related problems, and ensure cost-effective pharmacotherapy;
- Assist Pharmacy Manager manage pharmacy asset protection activities such as the financial operations and ensure appropriate contracting; understand the relationships between third-party requirements, coding, documentation, billing equations, and pricing updates, and assure quality functions for financial performance success;
- Analyze performance data such as pharmacy financials, customer/patient service satisfactions, and inventory trend;
- Develop and utilize educational programs to enhance patient engagement and improve patient outcomes; foster pharmacist communication with patients and providers to ensure continuity of care and monitors patient outcomes;
- Responsible for the execution of opening and closing activities; either directly, or through delegation to a staff pharmacist. Ensuring that strict procedures are followed around the facility;
- Assist Pharmacy Manager establish robust processes, develop performance standards and educational activities, track performance through fact-driven exercises, and implement solutions to drive continuous process improvements and competency of staff;
- Counsel patients and answers their questions regarding usage of medicine, side effects, interactions, contraindications, patient information privacy, generics, therapeutic interchanges, and over-the-counter products, and refer to a medical provider as needed to ensure medication is taken properly and health needs to be addressed;

- Perform pharmacist tasks including dispensing medications, filling prescriptions, compounding, drug therapy reviews, verification, and medication management and act as a full-time pharmacist as needed;
- Directly supervise pharmacists and pharmacy technicians and other departmental personnel as assigned;
- Conduct community outreach and provide retail, clinical, wellness, and other preventive healthcare services (i.e., immunizations), as needed;
- Attend on-site/off-site community engagement activities, clinic events, and/or training as needed;
- Perform other duties as assigned to support HOPE Clinic's Mission, Vision, and Values.

**QUALIFICATION REQUIREMENTS:**

- Working knowledge of HIPAA, OSHA, and State/Federal Pharmacy laws governing medical/pharmacy services;
- Knowledge of DEA, FDA, and state regulations pertaining to the manufacturing and handling of controlled substances;
- Exceptional leadership, mediation abilities, and multi-tasking skills required;
- Ability to maintain confidentiality when interacting with patients and team members;
- Basic computer skills and proficiency in MS Office Suite/Google Suite;
- Strong patient service along with the ability to develop excellent patient relationships;
- Ability to communicate and work with all team members across multiple levels;
- Excellent written and verbal communication skills;
- Excellent organizational skills and attention to detail;
- Demonstrate proven knowledge of business and management principles;
- Experience working with standard ERP/MRP systems;
- Experience interpreting compliance requirements and regulations is required;
- Ability to define problems, collect data, establish facts, and draw valid conclusions;
- Demonstrate a strong ability to be adaptable and flexible.
- Must be fully vaccinated against COVID-19.

**EDUCATION and/or EXPERIENCE:**

- Bachelor's degree in Pharmacy or Doctor of Pharmacy
- Active Texas Board of Pharmacy License
- 3-5 years of Pharmacy experience with demonstrated success OR
- Completed ASHP PGY1/2 Clinical Residency and/or Administrative Hospital Pharmacy Residency
- Previous experience working with auditors, inspectors, and regulatory agencies is a plus!
- Pharmacy Preceptor is a plus!

**TRAVEL REQUIREMENTS:**

- Ability to travel to satellite sites and/or off-site locations for events or training as needed;
- Proof of liability and property damage insurance on the vehicle used is required.

**LANGUAGE SKILLS:**

Ability to read, analyze, and interpret general health and social services guidelines, technical procedures, common scientific and technical journals, financial reports, legal documents, and/or governmental regulations. Ability to write reports, health correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from patients, regulatory agencies, center staff, members of the business community, and the public. Ability to effectively present information to top management, public groups, and/or boards of directors;

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide into all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

- Bilingual (Vietnamese, Chinese, Arabic, and/or Spanish with English) is preferred.
- Above average skills in language ability as well as public speaking and writing.
- Must have good transportation and a valid Texas Driver's license.

**LEADERSHIP RESPONSIBILITIES:**

Will have direct people management responsibilities. Will also provide work guidance, technical advice, and training staff.

**WORK COMPLEXITY/INDEPENDENT JUDGEMENT:**

Work tasks can be straightforward, routine, structured, or complex, non-routine, non-structured, and guided by established policies and procedures. Independent clinical/administrative judgment is required outside of making the basic choice in the selection and application of established methods.

**PROBLEM-SOLVING:**

Decisions are made on routine matters affecting a few individuals and usually within the confines of the job's department. Specific job activities and results are typically reviewed closely. There are limited requirements for developing new ideas or changes in methods, procedures, or services.

**COMMUNICATION/INTERACTIONS:**

Information sharing - gives and receives information such as options, technical direction, instructions, and reporting results. Interactions are mostly with patients, their supervisors, and coworkers in their own and other departments.

**IMPACT OF DECISIONS:**

Follow rules and procedures. Decisions can have a major impact on HOPE Clinic. Most errors can be readily detected, usually by the employee/supervisor, and, if made, could result in minor to major expenses for correction.

**PATIENT RELATIONSHIPS:**

Follow through with patient inquiries, requests, and complaints. Forwards difficult and non-routine inquiries or requests to the appropriate level for resolution.

**AMERICANS WITH DISABILITIES SPECIFICATION:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, stoop, kneel, and use hands and fingers to operate a computer and telephone keyboard reach;
- Specific vision abilities required by this job include close vision requirements due to computer work;
- Light to moderate lifting (up to twenty pounds) is required;
- Ability to uphold the stress of assisting patients of diverse backgrounds;
- Regular, predictable attendance is required.

**WORKING/ENVIRONMENTAL CONDITIONS:**

Work is normally performed in a typical health clinic work environment which may or may not subject the employee to hazardous or unpleasant elements, noise, crowds, confined/restricted but fire hazard approved desk spaces/rooms, and varying temperatures at the clinic. There may be occasional off-site/outdoor assignments with exposure to heat/cold, wet/humid, dry/arid airs, or temperatures.

*HOPE Clinic is a smoke-free and drug-free workplace in compliance with federal guidelines.*

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Signature

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Date

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Full Name - Printed