Position Title:	Pharmacist in Charge
Supervision Received:	Director of Pharmacy
Supervision Exercised:	Pharmacists, Pharmacy Technicians
Location:	Montrose & Delta Clinics/Pharmacy
Status:	Exempt
Department:	Clinical
Salary:	$127,358 to $133,675

JOB SUMMARY:

A Pharmacist-in-charge creates an economically viable pharmacy that adheres to the strictest interpretations of state and federal rules and regulations. This pharmacy is located in-house of a comprehensive care clinical providing community/retail pharmacy services and the 340B drug discount program.

This position participates in clinical staff meetings. This is a full-time position requiring 32 to 40-hours per week.

CHARACTERISTIC, DUTIES AND RESPONSIBILITIES:

1. Embrace the mission, vision, and values of River Valley Family Health Centers.

Manager:

- Supervise, manage, schedule, and train pharmacy staff.
- Responsible for productivity of pharmacists and pharmacy technicians
- Responsible for the proper storage and filing of all required pharmacy documents per Board of Pharmacy and DEA regulatory guidelines.
- Adhere and implement HRSA's 340B regulatory requirements.
- Order, sell, and control medicines together with other stock.

Pharmacist:

- Administer prescription medicines to the public.
- Ensure medicines supplied correspond with the prescriptions.
- Check dosage and ensuring that medicines are correctly and safely supplied and labelled.
- Liaising and collaborating with providers about prescriptions.

- Supervise the preparation of all compounded medicines and ensure staff are trained for compounding.
- Keep all pharmacy staff up to date with internal discussion/training with current pharmacy practices, new formulas for compounds, inventions for new drugs and their uses.
- Keep a register of controlled drugs for stock control and legal purposes.
- Sell over-the-counter inventory.
- Counsel and advise patients on the treatment of minor ailments in collaboration with on-site providers.
- Advise customers on any adverse side effects of medicines or potential interactions with other medicines/treatments.
- Arrange the delivery of prescribed medicines to patients.
- Comply with USP non-sterile pharmaceutical compounding standards, accurately calculating, weighing, preparing compounding medications in a clean and accurate manner with required documentation.
- Point of service sale of medications, cash register and money handing, and drive-through operation

2. Miscellaneous Duties as Assigned:
    - Perform such other duties or projects as determined by this position's supervisor
    - This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties requested by their supervisor

JOB QUALIFICATIONS:

1. Education or Formal Training & Experience:
    - Bachelor's Degree or higher from an accredited college or university
    - Doctor of Pharmacy; active State Pharmacist License; and Board Certification.
    - BLS certification. Immunization certification.
    - Driver's license required.

2. Knowledge, Skill & Ability:
    - Ability to establish and maintain effective, courteous working relationships with patients, staff team members, insurance entities and others.
    - Ability to work under pressure in a fast-paced environment.
    - Ability to travel to meetings outside of the service area and regularly scheduled hours.
    - Ability to work flexible hours to meet job requirements.

3. Physical Requirement and Workplace Environment:
    - Requires periods of stand and walking.
    - Requires long periods of time sitting while on the telephone and/or doing computer work.
    - Requires sufficient near vision to be able to read documents prescriptions, medication bottles, and computer screen.
    - Essential to have ability to lift, carry, push and pull up to 35 pounds.
    - Essential to have ability to use routine office equipment such as computer and telephone.
    - Essential to have ability to stoop, kneel, bend, crouch, twist and reach.
    - Essential to have ability to hear routine conversations.
    - Essential to have ability to comprehend both oral and written communications.
    - OSHA Classification is Category I: All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids or tissue, or a potential for spills or splashes of these fluids.
    - HIPAA Classification: Unrestricted Access: A workforce member with unrestricted access will have full access to patient's protected health information, including the patient's entire medical record, for patient care purposes.

BENEFITS:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Disability Insurance
- 401(k) Matching
- Paid Time Off
- Employee Assistance Program

The above health, dental, and vision benefits are available by employee choice to all full-time employees after 30 days of employment effective the following first of the month. The option for the 401(k) is available after 3 months of employment. All other benefits listed are active as of the date of hire.