



JOB DESCRIPTION

Position:	Pharmacist
Department:	Pharmacy
Reports to:	Director of Pharmacy
FLSA Status:	Exempt Position/Supervisory
Grade:	P

GENERAL PURPOSE:

Provide patient-centered care to meet the needs of the community with a focus on special populations. Working alongside our healthcare providers, we have taken an integrated approach to providing pharmacy services with the upmost quality care.

MAIN RESPONSIBILITIES & DUTIES:

Compliance and documentation

Adhere to state and federal laws enforced by the FDA, DEA, and EPA and provisions of Controlled Substance Act (CSA) regulations pertaining to:

- The security of the drug supply chain.
- The regulation and security of all medication and controlled substances.
- The management of pharmaceutical hazardous waste.

Adhere to and implement regulations and guidelines pertaining to:

- Storage, Transfer & Disposal - Inventory, packaging, transfer, or disposal of all medication and controlled drugs in your custody.
- Security - In the unfortunate event of theft or significant loss of any controlled substance—such as an “in-transit loss” during shipment—you must notify DEA and Local Police; Complete DEA Form 106 (Report of Theft or Loss of Controlled Substances).
- Record-Keeping - maintain complete, accurate, up-to-date records for every controlled substance purchased, received, stored, distributed, dispensed, disposed of, or otherwise passing through your pharmacy.
- Inventory - Maintain complete and accurate inventory records accounting for all medication and controlled substances in your custody.

Customer Service

- Develop, enhance, and/or maintain programs/services based on specific community and patient needs.
- Establish collaborative pharmacist–patient relationships.

- Use appropriate techniques and clinical skills to administer medications, including immunizations.
- Document patient care activities appropriately, according to policies and procedures
- Record patient outcomes according to policies and procedures.
- Use effective communication skills when providing patient wellness, and disease prevention education and counseling.
- Communicate ongoing patient information to other health care professionals.
- Maintain disease and treatment knowledge via current literature and clinical practice guidelines.

Administrative Oversight

- Practice Management and staff supervisions.
- Establish collaborative professional relationships with other health care professionals involved in the care of patients.
- Establish/maintain formal collaborative practice agreement(s) with other health care professionals (e.g., local physicians).
- Contribute to the development and/or implementation of a marketing strategy to support current programs/services.
- Adhere to and integrate legal, regulatory, safety, and relevant accreditation requirements.
- Maintain patient confidentiality via an organized, secure documentation system.
- Assist in recruitment, interview, and selection of personnel (e.g., pharmacy staff, pharmacists, technicians)
- Exhibit practice leadership in organizational and management activities
- Supervise and conduct performance reviews for pharmacy staff
- Maintain consistent communications with pharmacy management and staff
- Convey a professional appearance, image, attitude, and behavior
- Serve as primary mentor for new technicians and pharmacists
- Serve as a role model for new pharmacists, pharmacy technicians, and pharmacy staff within the site and/or organization.

QUALITIES & CHARACTERISTICS

- 1) Maintains a professional relationship and positive attitude with co-workers the public, patients and all Ampla Health's staff, Board of Directors, and vendors.
- 2) Maintains the highest professional ethics and is honest in dealing with people; is a model for all employees through his/her actions.
- 3) Strive to learn more and is receptive to learning different ways of doing things.
- 4) Displays enthusiasm toward the work and mission of Ampla Health.

PROFESSIONAL KNOWLEDE, SKILLS & ABILITIES

- 1) Two years experience as a Pharmacist.
- 2) Valid Pharmacist License.

- 3) Written and verbal communication skills in English commensurate with college level education, with preference given for written and verbal communication skills in Spanish.
- 4) Valid California Driver's License, proof of insurance, and personal transportation.
- 5) Demonstrate clear knowledge of Ampla Health's clinic structure, standards, procedures, and protocols.

COMMUNICATION SKILLS

- 1) Must be able to interact with patients and staff courteously and calmly.
- 2) Ability to communicate well with the public.
- 3) Works well with co-worker and vendors in a generally comfortable environment office.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- 1) May require prolonged sitting.
- 2) Able to move up to 25 lbs. (small equipment, supplies, etc.)
- 3) Must be able to hear staff on the phone and those who are served in-person and speak clearly to communicate information to clients and staff.
- 4) Must be able to have vision which is adequate to read memos, a computer screen, registration forms and other clinic documents.
- 5) Ability to use general office equipment such as a computer, copy machine, telephone, etc.

EMPLOYEE NAME(PRINT)

EMPLOYEE SIGNATURE

DATE