RODEN-SMITH PHARMACY	Policies		
Title:	**Staff Pharmacist Job Description**		
Policy No:	2.11	Revision No.	0
Prepared By & Date: Micah Lansford 8/1/17		Approved By & Date: Micah Lansford 8/1/17	

I. Purpose: This policy describes the job description and qualifications of the Staff Pharmacist.

II. Scope: This policy applies to all personnel and potential applicants applying for the position of Staff Pharmacist.

III. Definitions:

Staff Pharmacist: Prepares, compounds, dispenses, and sells prescriptions and Pharmacy-related products, answers patient questions, participates in patient assistance and other quality assurance programs, under the functional supervision of the Pharmacist-In-Charge (PIC).

IV. Policy: The Staff Pharmacist must meet the following requirements:

1.0 **Duties and Responsibilities:** Specific duties will include, but not be limited to:

- Complying with all applicable laws and regulations
- Assisting with the direction and monitoring of Pharmacy personnel and performance as directed
- Preparing, compounding, dispensing, and selling prescriptions and Pharmacy-related products
- Participating in patient assistance and quality assurance programs as directed
- Following proper Pharmacy and regulatory safety procedures and standards
- Submitting appropriate claims for third-party reimbursement
- Consulting with physicians and nurses regarding pharmaceutical questions
- Providing patient/ clients with counseling and education
- Monitoring storage, distribution, and use of pharmaceuticals
- Ensuring that patients/ clients are evaluated for appropriateness of therapy provided by the Pharmacy
- Documenting and reporting medication errors to the PERF system
- Maintaining records of all transactions of the Pharmacy as necessary to ensure accurate control over and accountability for all drugs as required by applicable state and federal laws and regulations

- Overseeing prescription processing activities to ensure that quality and standard of practice is maintained
- Participating in regular personnel meetings as necessary
- Complying with Pharmacy policies
- Providing excellent customer service using best practices
- Maintaining inventory and stock levels consistent with Pharmacy goals and manufacturer protocols
- Communicating in a timely manner with customers, physicians, vendors, and colleagues
- Understanding confidentiality with respect to patient/ client care; complying with all federal and state laws applicable to confidentiality of protected health information (PHI) and electronic protected health information (EPHI); and following HIPAA guidelines regarding readily identifiable protected health information
- Prescribing and Administering immunizations, TB Tests, and additional prescriptive authority products.
- Updating vaccination schedules from CDC
- Properly securing and maintaining controlled substances
- Operating the state prescription drug monitoring program
- Properly disposing of hazardous waste drugs
- Following recall protocol
- Complying with the legal requirements for pseudoephedrine sales
- Complying with Medicare DME guidelines
- Overseeing return to stock processing
- Properly disposing of personal health information
- Complying with CME Fraud, Waste, and Abuse
- Properly documenting requirements for Medicare DME
- Maintaining a safe and clean work environment
- Maintaining a positive and respectful work environment

- Promoting teamwork
- Providing professional services

2.0 **Skills and Specifications:**

- Excellent leadership qualities
- Ability to act as a team player
- Organizational and time management skills
- Ability to work in a fast-paced environment
- Ability to multitask
- Excellent oral and written communication skills
- Ability to work independently
- Excellent customer service skills
- Ability to build relationships and network
- Computer skills as necessary to operate Pharmacy management software and other necessary programs
- Punctuality
- An example for other Pharmacy personnel
- Knowledge of inventory control, pharmaceutical chemistry and manufacturing methods
- Knowledge of federal and state regulations regarding pharmacy
- Self-motivated

3.0 **Education and Qualifications:**

- Doctorate of Pharmacy degree from an accredited institution
- Licensed as a registered pharmacist with an unrestricted license in the state of employment and be eligible for pharmacy licensure elsewhere
- Be immunization certified & TB Certified
- Prior pharmacy experience preferred
- Ability to work a flexible schedule, including evenings and weekends

- Ability to communicate effectively with customers and personnel
- Ability to sit and stand intermittently for long periods of time
- Ability to bend, reach, and type
- Ability to speak on the telephone
- Ability to lift, push, or pull a minimum of 25 lbs.
- Ability to read, write, speak, and understand English