



**STAFF PHARMACIST
Job Description**

Reports To: Pharmacy Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Compounds and dispenses prescribed medications, drugs, and other pharmaceuticals for patient care by performing the following duties:

1. Reviews prescriptions issued by Physician, or other authorized prescriber to assure accuracy and determine formulas and ingredients needed
2. Compounds medications, using standard formulas and processes such as weighing, measuring, and mixing ingredients, if applicable
3. Directs pharmacy workers engaged in mixing, packaging, and labeling pharmaceuticals.
4. Answers questions and provides information to pharmacy customers on drug interactions, side effects, dosage, and storage of pharmaceuticals, if counseling offer is accepted.
5. Actively engages patients and clients with respect to customer service programs offered by the pharmacy
6. Actively engages patients and clients with respect to program integrations offered by the pharmacy
7. Maintains established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs
8. Enters data such as patient name, prescribed medication, and cost, to maintain pharmacy files, charge system, and inventory
9. Instructs interns and other pharmacy personnel on matters pertaining to pharmacy and maintains correct pharmacist to technician and pharmacist to intern ratios per state/federal law
10. Maintains awareness of third party Rx systems and resolves third party rejection problems promptly, and resubmits rejected claims for payment on a timely basis

11. Reports prescription errors immediately and adheres to company policy regarding medication incidents
12. Maintains awareness of loss prevention controls and procedures to identify and minimize profit loss.
13. Develop and maintain a good working relationship with physicians and other health care professionals in order to better assist the customer
14. Other duties may be assigned (may include technician-related duties depending on available staff)

SUPERVISORY RESPONSIBILITIES

This job has no customary supervisor responsibilities. May direct ancillary staff in the absence of the pharmacy manager

COMPETENCIES

Analytical

Synthesizes complex or diverse information; Uses intuition and experience to complement data.

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; Uses reason even when dealing with emotional topics.

Technical Skills

Pursues training and development opportunities; Keeps abreast of new items, changing laws, regulations, and new pharmacy-related programs through participation in continuing education courses and reviewing pharmacy-related literature; Strives to continuously build knowledge and skills.

Customer Service

Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments; Maintains confidentiality.

Oral Communication

Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Consults regularly with Pharmacy Manager for the purpose of maximizing sales and controlling expenses for the pharmacy department, as well as, to ensure consistency of pharmacy policies with regard to pharmacy personnel; Communicates with Pharmacy Manager on progress and policies of pharmacy department.

Written Communication

Writes clearly and informatively; Able to read and interpret written information.

Teamwork

Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.

Adaptability

Communicates changes effectively; Able to deal with frequent change, delays, or unexpected events.

Delegation

Delegates work assignments; Matches responsibility to the person.

Leadership

Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others.

Quality Management

Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen

Understands business implications of decisions; Contributes to profits and revenue; Conserves organizational resources.

Diversity

Demonstrates knowledge of EEOC policy; Shows respect and sensitivity for cultural differences; Supports affirmative action and respects diversity.

Ethics

Treats people with respect; Works with integrity and ethically; Upholds organizational values.

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; Looks for ways to improve and promote quality; Exudes professionalism consistent with company standards, in dress, personal appearance, and grooming; Monitors own work to ensure quality.

Safety and Security

Observes safety and security procedures; Reports potentially unsafe conditions; Ensures daily housekeeping, cleanliness, and sanitation program as established within company guidelines.

Attendance/Punctuality

Is consistently at work and on time.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, Registrations

Current license to practice pharmacy in the State of Alabama (Must be in good standing)

Education and/or Experience

Must be graduate of accredited school of pharmacy with either a B.S. in Pharmacy or Pharm D and with at least 1 (one) year of retail pharmacy experience

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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.

Computer Skills

To perform this job successfully, an individual should have working knowledge of pharmacy software, Internet, and word processing systems.

Physical Demands

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 the essential functions. While performing the duties of this job, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.