



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax Number: (701) 627-2809

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Chief Pharmacist
RESPONSIBLE TO: Chief Medical Officer
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY: (position includes but is not limited to the following): Supervise and maintain operation of the pharmacy ensuring safe, accurate, and efficient dispensing of medications. Assign, assist, and supervise work of the pharmacy staff. Perform staff pharmacist duties when required. Direct and modify pharmacy policies and procedures according to established pharmaceutical principles and regulatory requirements. Maintain records and complete required reports and supervise purchasing, receiving, paying for and prescription reporting of Scheduled Medications. Supervise drug inventory procedures, inventory management, and security of drug supplies and medication storage outside of pharmacy. Remain current with pharmaceutical developments. Provide information on medications and drug therapy to patients and in-house provider staff. Assist in hiring process. Participate as a member of the Health Center leadership team. Other duties as assigned.

- 1) Position serves primarily as Chief Pharmacist at the Elbowoods Memorial Health Center.
 - a) **Job Summary (position includes, but is not limited to the following):**
 - i) Pharmacists participate in the team approach to quality improvement, support and work to achieve both departmental and facility goals and objectives.
 - ii) Updates knowledge and skills of self and other health care professionals to maintain, improve and document competency
 - iii) Processes medication orders and prescriptions to provide medications and pharmaceutical supplies ordered by clinical prescribers
 - iv) Supervises the work of technicians to ensure that correct medications are provided for patients on time and support staff is fully utilized to meet departmental needs.
 - v) Provides age/developmentally appropriate patient care in accordance with guidelines.

- vi) Maintains, receives, and stocks pharmacy inventory.
- 2) Represents EMHC in a highly professional manner.
- 3) Establishes positive communications with all departments of EMHC to assure stable operations.
- 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
- 5) Maintain required documentation and reporting as assigned.
- 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
- 7) Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
- 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Graduate of an accredited school of pharmacy with a PharmD, **REQUIRED**. *Must submit copy of degree or transcripts with application.*
- Possession of a current, unrestricted Pharmacist license from the North Dakota State Board of Pharmacy, **REQUIRED**.
- Computer knowledge and proficiency, **REQUIRED**.
- Possession of a current, valid North Dakota State Driver's License, reliable transportation, and telephone, **REQUIRED**.
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to and clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

PHYSICAL DEMANDS/WORK ENVIROMENT

- The work requires regular and recurrent standing to perform tasks, walking between the different sections of the pharmacy and clinic, and reaching and bending to obtain supplies and operate instruments. Occasionally lifts up to 50 pounds
- Work has risk for exposure to Blood borne pathogens, along with other infectious/contagious diseases. Work may involve exposure to latex or cytotoxic agents. .
- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 40 pounds of material.

- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Work is performed inside and outside the property with exposure to inclement weather and unpredictable crisis situations.
- Shift work may be required.
- Travel may be required to accomplish facility goals

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resources
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.