

Pharmacist

DEFINITION OF WORK

Manages the employee pharmacy for county government operations. Position performs both a business and clinical role in implementing a retail pharmacy operation and is expected to work closely with the Internal Audit & Wellness Director regarding county operations and business philosophy; performs or ensures medications are prepared, labeled, and delivered in accordance with physician's prescriptions; and ensures compliance with Federal, State, and local laws and regulations and agency policies and procedures pertaining to the dispensing of drugs and controlled drugs and the maintenance of required records. Performs related duties as required.

EXAMPLES OF WORK

Provides drug information to patients regarding drug interactions, side effects, appropriate dosage, etc. in accordance with Federal and State laws. Resolves questions with clinicians after reviewing patient profile; suggests substitutions of comparable drugs for drugs with trade names as appropriate. Formulates HIPAA and State privacy policies and procedures regarding Protected Health Information. Coordinates the maintenance of pharmacy records and files related to the preparation, identification, ordering, inventory, storage, and distribution of pharmaceuticals and supplies. Develops and maintains policies and procedures relating to Pharmacy operations and professional practice standards. Maintains appropriate drug inventory levels. Monitors inventory for unusable product (outdates, recalls, etc.) and arranges for the appropriate removal of same. Assists in management of drug budgets, budget planning and implementation, and preparation of budgetary reports; coordinates budgetary needs for pharmacy services. Supervises Pharmacy Technician; maintains liaison relationships with medical, nursing staff and administration; provides timely information pertaining to pharmaceutical supplies, drug usage, and compatibility, and State and Federal regulations; Provides formal and informal education and in-services to employees in areas of certification as requested; Maintains an awareness of developments in the community and pharmaceutical fields that relate to job responsibilities through attendance of professional meetings, review of professional literature and information, and contact with drug representatives; integrates applicable developments into practice. Reviews Health Care Provider's medications orders; provides consultation to physicians, physician extenders, and registered nurses who have been granted dispensing privileges by the North Carolina Board of Pharmacy; performs a prospective drug review before dispensing; and establishes a pharmacy workflow that allows for efficient preparation of drug products for dispensing. Discusses medication order(s) with patients, upon request; and provides professional counseling to patients, when warranted, to address allergies, overuse or underuse of medications, etc. Establishes a work environment focused on safeguarding public health information (PHI) from accidental exposures. Develops plan/protocol for vaccine administration in keeping with Federal and State standards, to include patient screening, patient education, patient consent, vaccine storage and handling, administration guidelines, documentation requirements and reporting requirements for post vaccination adverse events. Maintains perpetual inventory of narcotic dispensing and conducts monthly audit of narcotic inventory levels for accuracy. Conducts annual physical inventory of all controlled substances, including Pseudoephedrine products. Develops a continuous quality assurance program, in accordance with State law, to review dispensing for errors. Establishes appropriate plan for handling pharmacy incidents. Compiles statistical data and prepares reports relating to operating costs and services rendered.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from a recognized school of pharmacy. Must be licensed to practice pharmacy in the State of North Carolina.

Knowledge, Skills, and Abilities:

Considerable knowledge of: professional pharmacy theory, techniques, practices and procedures; and principles and practices in compounding and dispensing drugs and other pharmaceutical products. Working knowledge of the organization. Skilled in accurately compounding medications and standard pharmaceuticals. Ability to coordinate: administrative functions of a pharmacy; plan and implement the delivery and improvement of services, staffing and resources; provide oversight of program/services; manage inventory; order drugs and supplies; operate within assigned budget; track expenditures; identify potential cost savings; prepare monthly reports; prepare cost analysis reports; identify potential budget issues; recommend needed expenditures and revisions to the budget; and maintain working relationships with medical staff and other professionals. Ability to: supervise lower level staff performing technical duties; plan daily activities and coordinate workflow; develop work plans and monitor performance; review the technical work of others; recommend resolution of disciplinary and grievance issues; plan for and deliver on-the-job training; participate in the recruitment and selection process; ensure compliance with performance management policies and procedures; and communicate effectively in oral and written forms.

SPECIAL REQUIREMENTS

Registration with the North Carolina Board of Pharmacy required. Preference for Immunizing Pharmacist Certification; Credentialing as Blue Cross and Blue Shield of North Carolina Provider; and Basic Life Support Certification through American Heart Association. Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is performed in the Employee Pharmacy where conditions are generally agreeable. May be exposed to chemicals on a very limited basis which could be considered potentially dangerous. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Work may require employee to stand for long periods of time. Must be able to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Must be able to lift, carry, push, and/or pull objects and materials of moderate weight up to 20 pounds. Must be able to perform coordinated movements such as operating office equipment and keyboarding. Some tasks require visual perception and discrimination. Some tasks require oral communications.