VALLEY VIEW
HEALTH CENTER

JOB DESCRIPTION

Leadership overlay to the pharmacist job description

Job Classification:	Assistant Pharmacy Director – APD	
Reports to:	Pharmacy Director	
Supervises:	Pharmacy Support Staff	Last reviewed: 12/07/2022

POSITION PURPOSE:

This position provides support to the Pharmacy Director as well as the Service Line Administrator for the pharmacy program. The primary role of the Assistant Pharmacy Director is managing the production and efficiency of dispensing pharmacy duties, as well as quality and productivity requirements. They should also provide clinical leadership and expertise to improve patient care throughout Valley View Health Center while promoting integration.

The APD will attend various leadership meetings as deemed appropriate and would serve as an interim director when the Pharmacy Director is out of clinic. The APD will be assigned supervision of Pharmacy Support Staff to include pharmacy technicians, assistants, and apprentices and would be responsible for evaluation/supervision of those positions.

The APD will uphold the standards, policies, and procedures for clinical practice in the health center, including accrediting agencies as well as state, local and federal law.

This position proactively identifies opportunities to improve the patient care experience and to improve the efficiency and effectiveness of resource use through integration.

MINIMUM QUALIFICATIONS:

Education:	A degree in pharmacy from an accredited school.
Licensure/Certification:	Current license to practice pharmacy in the State of Washington. Satisfies qualifications for insurability under FTCA or the professional liability policy offered by Valley View Health Center.
Experience:	At least two years' experience as a pharmacist.
Equipment/Skills:	Team leadership focused on improving health outcomes of unserved members of the community, critical listening skills and ability to communicate in a clear and concise manner, excellent interpersonal skills, cultural competence, ability to work independently, ability to understand complex situations and make evidence-based decisions.
Physical demands:	Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.
Status Classification:	Salary/Exempt

PRIMARY JOB RESPONSIBILITIES:

1. Communication- Consistently provide "role model" behavior for communication standards that exist in provider-level job description. Teaching and reinforcing communication standards to those under director's supervision.

2. Organization and time management – Sets expectations of productive and efficient use of time, teaching appropriate prioritization.

3. Safety - Ensures safe work environment. Ensures accident prevention and proper reporting standards are being met.

4. Work ethic – Monitors adherence to policies and procedures. Provides feedback and coaching when needed, to include individual quality improvement plans for corrective action..

5. Team contribution – Sets standards for positive teamwork and cohesiveness between all staff. Leads team meetings, activities & problem solving. Encourages others to provide constructive recommendations for improvements within department & clinic as a whole and acts as resource of knowledge, skills, and conduct. Leads training and mentoring of new staff members. Keeps behaviors, communications, and other outward expressions regarding Valley View Health Center in a positive manner. Collaborates willingly with the Pharmacy Director and other supervising pharmacists.

6. Service excellence – Establishes team awareness of and commitment to goals and mission of VVHC. Prioritizes customer service. Maintains high quality, accuracy, and neatness in work performed. Remains calm & tactful under stress, conflict, or emergencies.

7. Confidentiality/professionalism – Maintains standards for organizational and patient confidentiality. Maintains appropriate personal boundaries with clients and co-workers. Leads and acts with integrity. Accepts supervision and criticism in constructive manner. Demonstrates ability to lead change and assist others in adapting to change. Is a role model in proper handling of patient related information.

8. Outreach – Represents the organization at various community and/or business meetings, committees, and task forces in a professional manner to promote partnership and to strengthen community branding.

9. Committee Participation – Represent the clinical department perspective on various health center committees to yield optimal integrations results for our patients.

JOB KNOWLEDGE:

1. Understands the functions, expectations and responsibilities of the job, policies, procedures, and standards of the organization to provide guidance and feedback to their structure.
2. Comprehends how the job interrelates with the organization and its mission, vision, and values to help develop and share the strategic vision.
3. Shows initiative for continuous learning and demonstrates ability to develop new skills and concepts and teach these principles to other pharmacy providers, to include:
   - Regulatory Compliance
   - Fiscal Stewardship
   - Supervisory Responsibilities
   - Infection Control
   - Patient Care
   - Quality Metrics

JOB PERFORMANCE:

1. Provide guidance and direction to other professionals within the clinical specialty or region to assure that clinical protocols are implemented and followed.

2. Demonstrate leadership for mentoring clinic staff to ensure the policies and procedures at VVHC are both clinically relevant to our population's health, evidence-based and comply with all regulatory and accreditation standards.

3. Work with other administrators to develop and maintain a budget that sustains the financial health of the institution. This would include setting production expectations, developing an incentive program as well as understanding the revenue cycle.

4. Assist in the mentorship, education, and on-boarding of staff as well as on-going credentialing privileging and quality improvement plans for corrective action.

5. Create a clinical work environment that promotes, quality and safety to include the highest standards in infection control that follows regulating bodies and is metric driven.

6. Assistant Director may be called upon to assume the duties of the Pharmacy Director in the event of prolonged illness, absence, sabbatical or other indisposition, that may arise. Such duties will be temporary until the Pharmacy Director returns or is replaced.

7. Performs other related duties as assigned.
    - Follows guidelines established at time of assignment.
    - Accepts assignments willingly.
    - Prioritizes workload to ensure timely completion of assignment.
    - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description and agree with it.

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

VALLEY VIEW HEALTH CENTER

JOB DESCRIPTION

Job Classification: Pharmacist

Reports to: Chief Pharmacy Officer

Supervises: pharmacy staff duties Last reviewed: 10/07/2025

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

MINIMUM QUALIFICATIONS:

Education: PharmD from accredited school of pharmacy or RPh

Licensure/Certification: Current Washington State Pharmacist license.

Experience: Previous experience working with inventory control systems, pharmaceutical companies, and other vendors highly preferred. Bilingual in English and Spanish helpful but not required.

Equipment/Skills: Strong oral and written communication skills as well as excellent customer skills. Computer literate.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Salary/Exempt

PRIMARY JOB RESPONSIBILITIES:

A. Ensures confidentiality of all clients/patients information by Valley View Health Center policy and HIPAA guidelines.

B. Ensures that Valley View Health Center's Pharmacy stays in compliance with all applicable Washington State and Federal guidelines.

C. Reviews prescriptions issued by health care provider to ensure accuracy and determine formulas and ingredients needed.

D. Compounds medications, using standard formulas and processes such as weighing, measuring, and mixing ingredients.

E. Directs pharmacy workers engaged in mixing, packaging, and labeling pharmaceuticals.

F. Answers questions and provides information to pharmacy customers on drug interactions, side effects, dosage, and storage of pharmaceuticals.

G. Maintains established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs.

H. Enters data such as patient name, prescribed medication and cost, to maintain pharmacy files, charge system, and inventory.

I. Assays medications to determine identity, purity, and strength.

J. Instruct interns and other medical personnel on matters pertaining to pharmacy.

K. Provides education and information to health care providers at Valley View through both informal and formal training.

L. Performs other related duties as assigned. Standards:
- Follow guidelines established at time of assignment.
- Accepts assignments willingly.
- Prioritizes workload to ensure timely completion of assignment.
- Asks appropriate clarifying questions relative to scope of assignment.

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