**JOB DESCRIPTION**

Job Classification: Pharmacist

Reports to: Executive Director

Supervises: Pharmacy staff Last reviewed: 10/14/15

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:

1. Ensures confidentiality of all clients/patients information per Valley View Health Center policy and HIPAA guidelines.
2. Ensures that Valley View Health Center’s Pharmacy stays in compliance with all applicable Washington State and Federal guideline.
3. Reviews prescriptions issued by health care provider to ensure accuracy and determine formulas and ingredients needed.
4. Compounds medications, using standard formulas and processes such as weighing, measuring, and mixing ingredients.
5. Directs pharmacy workers engaged in mixing, packaging, and labeling pharmaceuticals.
6. Answers questions and provides information to pharmacy customers on drug interactions, side effects, dosage, and storage of pharmaceuticals.
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. Assays medications to determine identity, purity, and strength.
10. Instructs interns and other medical personnel on matters pertaining to pharmacy.
11. Provides education and information to health care providers at Valley View through both informal and formal trainings.
12. Performs other related duties as assigned. Standards:

* 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.

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Employee Signature Date

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Supervisor Signature Date