

## PHARMACIST - TRENTON COMMUNITY CLINIC JOB SUMMARY

### Purpose

The Pharmacist is responsible for preparing and administering appropriate pharmaceuticals to patients and responsible for planning, organizing, directing and managing the Pharmacy Department of the Trenton Community Clinic. The Pharmacist will work closely with other healthcare professionals including other physicians and nurse practitioners, and all other staff within a healthcare setting.

The Trenton Community Clinic consists of a primary care clinic located in Trenton, North Dakota. The Clinic is executed by and between the Trenton Indian Service Area and the Secretary of the Department of Health and Human Services, acting through the Indian Health Service (IHS) pursuant to Title I of the Indian Self Determination Act (Pub.L. 93-638). This will be a full-time position with normal business hours of Monday through Friday, 8:00 AM to 4:30 PM.

Health care and dental care professionals may qualify for the IHS Loan Repayment Program and can learn more by visiting [www.ihs.gov](http://www.ihs.gov).

### Responsibilities

- Promotes an organizational culture that embraces the values of respect, care, support, effective communication, teamwork, collaboration, accountability, and responsibility; and works with all staff to create and maintain a workplace environment reflective of such values
- Provides pharmacist services to patients in the manner and to the extent permitted by applicable statutes and canons of professional ethics
- Serves patients by preparing medications, giving pharmacological information, and monitoring patient drug therapies
- Prepares medications by reviewing and interpreting physician orders and detecting therapeutic incompatibilities
- Dispenses medications by compounding, packaging, and labeling pharmaceuticals
- Controls medications by monitoring drug therapies and advising interventions
- Leads and completes pharmacy operational requirements by organizing and directing technician(s), verifying their preparation, and labeling of pharmaceuticals, and verifying order entries, charges and inspections
- Provides pharmacological information by answering questions and requests of healthcare professionals and counseling patients on drug therapies; listens carefully to patients to interpret needs and issue, offering information and advice
- Complies with all state and federal laws as regulated by the North Dakota board of pharmacy, the drug enforcement administration, etc.
- Maintains records for controlled substances and removes outdated and/or damaged medications from the pharmacy inventory
- Responsible for supervising all pharmacy personnel
- Responsible for protecting patients and pharmacy personnel by adhering to infection-control protocols
- Maintains safe and clean working environment by complying with procedures, rules, and regulations

- Responsible for keeping and maintaining, or causing to be kept and maintained, appropriate records relating to all pharmacy services rendered
- Responsible for preparing and attending, in connection with professional services, all reports, claims and correspondence that is necessary and appropriate or requested
- Responsible for actively participating in the activities of the Executive Advisory Committee, and promote the Trenton Community Clinic, the care, and the services it provides
- Responsible for developing and participating in the education of clinic staff, patients, and the community
- Responsible for furthering the Clinic's mission of providing quality health care to all eligible members of the service area and agrees to abide by all of the Clinic's treatment and other policies, and specifically agrees to accept all Medicare and Medicaid patients and to treat all medically indigent patients without regard to ability to pay and without regard to other factors unrelated to patients need for services
- Additional responsibilities may be assigned as appropriate, this summary is not considered to encompass all responsibilities

### **Physical Demands**

- Regularly required to sit, stand, talk and hear
- Frequently required to walk; use hands to finger, handle, or feel; and reach forward with hands and arms
- Fine motor skills
- Visual acuity
- Involves direct and frequent contact with clients
- If you are in need of a reasonable accommodation, please contact the HR Department

### **Qualifications**

- Graduate degree from an accredited pharmacy college recognized by the American Council of Pharmaceutical Education (ACPE)
- Current state pharmacist license; must submit a copy with application
- Current BLS for Healthcare Provider preferred
- Licensure and certifications must be maintained at all times and in good standing
- Outstanding knowledge of pharmacy information systems.
- Excellent communication skills with a customer-oriented approach
- Adhere to continuing education requirements, keeping abreast of advancements in medicine by attending conferences and seminars and collaborating with other healthcare professionals
- Demonstrate awareness, sensitivity, and appreciation of Native American culture, traditions, customs, and needs
- Ability to successfully pass all pre-employment requirements including a drug/alcohol test and background and/or character investigation.

### **Application Details**

If you are interested in being considered for employment with the Trenton Indian Service Area, please visit the Trenton Indian Service Area Website. Applications can be printed from the website or picked up from the Trenton Indian Service Area.

Applications can be delivered to the Trenton Indian Service Area Receptionist or emailed to Lacey Hippe, HR Director at [lacey.hippe@mytisa.org](mailto:lacey.hippe@mytisa.org).