



Job Title: Pharmacist
Department: Pharmacy
Reports to: Pharmacy Manager
FLSA Status: Exempt
Salary Grade: \$100,963.20 - \$151,444.80
Location: Coos Bay/North Bend

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Under the direct supervision of the Pharmacy Manager, the Pharmacist provides high level pharmaceutical care to eligible patients through the fulfillment of prescriptions and patient education. The position ensures the validity and legitimacy of all prescriptions. Reviews the work of pharmacy technicians to ensure prescriptions are filled appropriately and accurately. Works to provide exceptional patient care. The position is responsible for following all KWC HWD policies and procedures to ensure prescriptions dispensed are compliant with 340B and Federal Supply Schedule (FSS) purchasing programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Completes regular pharmacy tasks, including medication procurement, selection, storage, filling, verifying, dispensing, and patient counseling.
2. Performs pharmacist responsibilities including processing, verifying and counseling patients on prescriptions.
3. Encourages all pharmacy team members to provide professional, friendly customer service.
4. Address any KWC provider questions as needed.
5. Reviews medical and pharmacy records for appropriateness of therapy. Checks drug interactions, drug allergies, appropriate dosing, duplications of therapy, appropriateness of indication for treatment, and appropriateness/clarify of prescription instructions.
6. Coordinates care and provides consultative advice to medical providers, dentists, and other clinical staff to optimize patient medication therapy. Communicates with providers on prescription clarifications; switching prescriptions to covered and/or most cost-effective alternatives with provider permission when medically appropriate, and ensures prescriptions are written in clear and patient-friendly language.
7. Provides medication therapy management, medication reconciliation, and prescription transfer services to Tribal members, employees, and clinic patients as requested.
8. Works in collaboration with PRC and Nasomah Health Group to optimize patient care and Tribal resources. Encourage appropriate treatment with consideration of effectiveness, safety and cost to the Coquille Tribe, including maximization of 340B and Federal Supply utilization when eligibility criteria are met.
9. Maintains compliance with 340B and FSS pricing programs.
10. Ensures compliance with applicable state, federal, and Indian Health Service (IHS) rules, regulations, and requirements.

11. Coordinates with the Pharmacy Manager to ensure all pharmacy operations are consistent with AAAHC and Board of Pharmacy standards.
12. Assists in developing policy and procedures in coordination with the Pharmacy Manager for the daily operations of the pharmacy. Assists Pharmacy Manager with identifying and implementing programs or services to improve patient experience.
13. Assists with the purchasing of pharmaceuticals through the 340B and/or FSS purchasing program, as well as the purchasing of non-discounted pharmaceuticals as needed.
14. Maintains security of pharmacy and pharmaceuticals as required by the Oregon Board of Pharmacy and KWC Health and Wellness Policy and Procedure Manual.
15. Maintains perpetual inventory of schedule II pharmaceuticals, quarterly inventory of all scheduled pharmaceuticals, and annual inventory of all pharmaceuticals stored on site.
16. Collaborate with KWC Business Office and Patient Registration to support enrollment of patients in Oregon Medicaid when eligible to ensure access to medical, dental, and pharmacy services.
17. Provides work leadership to Pharmacy Technicians and ensures effective pharmacy operations by assigning and reviewing Pharmacy Technician work.
18. Performs Pharmacy Technician duties as necessary, including data entry, adjudicating prescription claims through insurance, counting and filling prescriptions, returning prescriptions to stock, ringing up prescriptions through point of sale, and preparing prescriptions for shipping.
19. Processes demographic update emails to ensure pharmacy records are current and accurate. Identifies eligible candidates to fill with CIT pharmacy.
20. Participates in community health events and staff and committee meetings as needed.
21. Provides high level customer service to KWC and CIT pharmacy patients by researching, addressing, and resolving patient questions, concerns, inquiries regarding medications, drug/sharps disposal, and necessary services.
22. Monitors refrigerator and freezer temperatures remotely through alerts and in-person through manual temperature checks twice daily.
23. Assists with ensuring invoices for drugs and supply orders are submitted to Finance Department for payment.
24. Transport prescriptions to the post office for mailing as needed.
25. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of the all the work requirements that may be inherent in the job. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires standing for extended periods of time, sitting, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional walking, climbing or balancing, stooping, kneeling, crouching, or crawling. Work is generally performed in a pharmacy/office setting. Occasional evening and weekend work is required. Work involves exposure to hazardous materials, high risk/dangerous situations, and infectious disease. Statewide and national travel is occasionally required.

The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of standard pharmacy practices and regulations related to delivery of quality pharmaceutical care as set forth by The Oregon Board of Pharmacy, State and Federal guidelines, and Indian Health Service.
2. Knowledge of retail and tribal pharmacy business.
3. Knowledge of Pharmacy Benefit Manager and Third-Party billing.
4. Excellent oral and written communication skills.
5. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
6. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.
7. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
8. Ability to operate a pharmacy software system, electronic health records system, and/or electronic patient management system.
9. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
10. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
11. Knowledge of and the ability to maintain strict confidentiality of medical and administrative records adhering to the standards for health record-keeping under HIPAA and Privacy Act requirements.
12. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
13. Ability to be precise and pay attention to details in a fast-paced environment. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential.
14. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
15. Ability to work collaboratively with a team.
16. Ability to make decisions independently in accordance with established policy and procedures.
17. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

QUALIFICATIONS

1. Graduate of an accredited College of Pharmacy required.
2. Licensed by, or the ability to become licensed by, the Oregon State Board of Pharmacy.
3. Must be eligible for appointment to KWC provider staff per KWC HWD credentialing policies.
4. Knowledge of 340B and/or Federal Supply Schedule program standards desired.
5. Knowledge of Pharmacy Benefit Manager and third-party billing preferred.
6. Experience in an IHS or Tribal setting preferred.
7. Experience using computers required. Experience using electronic medical records systems preferred.

8. Demonstrate excellent verbal and written communication skills and a positive attitude.
9. Required to accept the responsibility of a mandatory reporter of abuse and neglect of infants and children, people who are elderly or dependent, individuals with mental illness or development disabilities or residents of nursing homes and other health care facilities. This includes reporting any evidence of physical injury, neglect, sexual or emotional abuse or financial exploitation.
10. First Aid/CPR certification required or ability to obtain within 90 days of employment.
11. Immunization administration certification required or the ability to obtain with 90 days of employment.
12. Tobacco Cessation and Contraception Prescribing certifications preferred or ability to obtain within 90 days of employment.
13. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.