



Employee Job Description		
Position Title: Clinical Pharmacist		
Position ID #		
Facility: St. Croix Tribal Health Clinic		
Job Family: Pharmacy Department	Comp Grade: \$115K-\$130K DOQ	Status: FT

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Position Summary:

The Clinical Pharmacist is responsible for the provision of safe, effective, and prompt medication therapy to the patients served by the St. Croix Tribal Health Clinic. The Clinical Pharmacist is part of an interdisciplinary team of clinical personnel who make a collaborative effort to ensure high-quality, evidence-based care in a culturally competent and patient-centered manner.

Essential Functions:

The essential functions of the clinical pharmacist are: providing the highest level of service and care to all eligible patients, maintaining responsibility for all aspects of medication dispensing to eligible patients, expanding utilization opportunities of clinical pharmacists in the outpatient setting, and making efforts to maximize third party revenue capture within dispensing and relevant clinical services.

Job Duties:

- Direct involvement in and oversight of all dispensing activities
- Review all prescription orders for appropriateness and safety
- Work with providers in developing medication treatment plans
- Assist the clinical team with assuring treatment plans meet up-to-date guidelines
- Utilize all avenues for third party revenue capture for medications dispensed and other services provided
- Utilize the clinical electronic health record to review notes, assist with placing medication orders, and collect patient information as necessary
- Participate in the advancement of pharmacist-delivered direct care in the clinic
- Provide and document medication therapy management for eligible patients
- Supervise and direct pharmacy technician and/or clerk activity
- Follow all applicable Tribal, State, and Federal regulations related to pharmacy practice
- Maintain professional liability insurance for malpractice and provide proof of insurability and a copy of the licenses and certifications annually
- Assist supervisors with requested reports originating from the electronic health record or pharmacy software
- Any other duties assigned by supervisor

Note: The essential functions are intended to describe the general contents of and requirements of this position and are not intended to be an exhaustive statement of duties. Specific tasks or responsibilities will be documented as outlined by the incumbent's immediate manager.

Type of Supervisory Responsibilities: Direct supervision of technical and clerical personnel.

Supervisory Responsibilities: As required by Wisconsin State regulations for pharmacy technician scope of practice.

Directly Reporting to: Pharmacy Director; Health & Human Services Director

Matrix of INDIRECT Reporting: St. Croix Tribal Council

Scope and Complexity:

Interacts with all levels of management and employees; often trusted with maintaining confidentiality and relaying highly sensitive information, and appropriate application of business operations and practices.

Physical Demands/Environment Factors:

- Requires extensive sitting with periodic standing and walking.
- May be required to lift up to 50 pounds.
- Requires significant use of personal computer, phone and general office equipment.
- Needs adequate visual acuity, ability to grasp and handle objects.
- Need ability to communicate effectively through reading, writing, and speaking in person or on the telephone.
- May require off-site travel.

Minimum Qualifications: Examples listed below

- Doctor of Pharmacy (PharmD) degree from an ACPE-accredited institution
- Current, unrestricted Wisconsin Pharmacist license
- Competence in the use of Microsoft Office applications
- Intermediate or higher-level computer skills and ability to access information in meaningful ways
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Effective presentation, verbal and written communication skills.
- Commitment to timeliness and attention to detail for acceptable customer service
- Sound understanding of all applicable regulations including HIPAA and Compliance

Preferred Qualifications:

- Experience in ambulatory care and/or clinical settings

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
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Supervisor Printed Name	Supervisor Signature	Date
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*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.