



<b>Employee Job Description</b>		
<b>Position Title:</b> Pharmacist in Charge – Siren Pharmacy		
<b>Position ID #</b>		
<b>Facility:</b> Siren Pharmacy		
<b>Job Family:</b> Pharmacy Department	<b>Comp Grade:</b> GS 11	<b>Status:</b> 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 Pharmacist in Charge is responsible for overseeing operations and the provision of safe, effective, and prompt medication therapy to the patients served by the St. Croix Tribal Health Clinic and Siren Pharmacy. The Pharmacist in Charge 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 Pharmacist in Charge are: providing the highest level of service and care to all patients, maintaining responsibility for all aspects of medication dispensing to patients, expanding utilization opportunities of Pharmacists in the outpatient setting, and making efforts to maximize third party revenue capture within dispensing and relevant clinical services.

**Job Duties:**

- Provide the typical spectrum of pharmacy services to patients at Siren Pharmacy including dispensing, counseling patients, managing pharmacy operations, and collaborating with health professionals as needed for patient care;
- Provide ancillary pharmacy services including, but not limited to, medication therapy management, comprehensive medication reviews, immunizations and non-immunization injections pursuant to proper training;
- Provide direct supervision of pharmacy technicians and clerks;
- Serve as the Pharmacist in Charge (PIC) and assume duties of PIC as required by state law and third-party agreements;

- Assist the Pharmacy Director with compiling of patient and revenue data for reporting requirements;
- Utilize the clinical electronic health record to review notes, medication lists, determine eligibility, and appropriateness of medication orders;
- Safeguard and care for all pharmacy equipment, supplies, and infrastructure reporting any equipment needing repairs or maintenance to the Pharmacy Director;
- Use best efforts to identify and recommend needed pharmaceutical supplies at the lowest possible delivered cost;
- Consult with clinical staff and leadership as required regarding clinical questions, recommendations, and policy development;
- Serve on any SCTHC committees or boards as requested by the Health Director or Pharmacy Director;
- Ensure compliance with relevant policies and procedures related to drug procurement, storage, dispensing, and destruction;
- Follow all applicable Tribal, State, Federal, and Indian Health Services rules, regulations, and statutes;
- Provide a copy of Wisconsin pharmacist license and any held certifications annually;
- Maintain professional liability insurance for malpractice;
- Work effectively with others and demonstrate an ability to establish and maintain the confidence and cooperation of others;
- Maintain an attire ordinarily worn by pharmacists;
- All other duties typical of the position of Pharmacist in Charge;
- Other duties as 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 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
- Sound understanding of all applicable regulations including HIPAA and Compliance
- Must have demonstrated ability to work collaboratively with all levels of employees and managers.
- Effective presentation, verbal and written communication skills
- Ability to think critically, troubleshoot, create solutions
- Commitment to timeliness and attention to detail for acceptable customer service

**Preferred Qualifications:**

- 5 years of experience in a Retail Pharmacy setting
- Prior management experience

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

*The offer is conditional based on confirmation that the candidate meets all specific criteria required (background check, driver's insurability verification, references, identity verification, and other applicable requirements).*

---

EEPID	Employee Printed Name	Employee Signature	Date
-------	-----------------------	--------------------	------

---

Supervisor Printed Name	Supervisor Signature	Date
-------------------------	----------------------	------

\*These are expected to be updated regularly as responsibilities come and go, and will be used to notify employee annually. All signatures are required.