



## JOB DESCRIPTION

**Job Title:** Chief of Pharmacy  
**Reports to:** Health Director  
**Salary:** DOE

**Department:** Health  
**Employment Status:** Full time, Exempt, Sensitive  
**Driving Classification:** Driver License

### **Summary:**

The incumbent serves as a Chief of Pharmacy for the Fort Mojave Indian Health Center. The assigned duties are those designed to provide quality pharmaceutical services to Indian patients. These services are provided in accordance with Federal and State Law, Indian Health Service Regulations and accepted ethical standards.

The incumbent also serves as a specialist/integrator in the implementation and ongoing support of multi-service clinical software applications used in an outpatient clinic setting that offers family practice-oriented medical and dental services. Lab and pharmacy services are also available on site. The Resource Patient Management System (RPMS) software support the multi-service applications that support the Indian Health Service Electronic Health Record (EHR) as defined as, but not limited to Patient Care Component (PCC), Text Integration Utility (TID), Case management, Health Summary and View Patient Record (VPR), Reminders, Scheduling, Pharmacy, Immunization, Adverse Drug Reaction, Fileman, QMan, and VGEN.

The primary purpose of the work is to improve patient care through the use of computerized scheduling; and to achieve the maximum effectiveness of automation implementation by integrating it as much as possible with the actual process of providing patient care. The computerization of clinical scheduling will reduce the workload and improve the efficiency of the providers. The rapid processing of scheduling orders of patient services and increasing the efficiency of clinical information handling directly supports the goals and objectives of management of automating the clinical record that will ultimately have a direct impact on the quality of patient care provided. Other duties may be assigned.

### **Essential Functions:**

Independently carries out all clinical pharmacy functions. This includes selection, compounding and dispensing. In selection the incumbent must identify fine differences between drugs as they relate to the therapeutic efficiency of the product. In compounding prescriptions, he or she may follow established techniques or develop techniques adaptable to new and complex drugs. In dispensing he or she must be accurate with dosage and identification of therapeutic incompatibilities to avoid serious injury to the patient.

Provides consultative services and advice to patients regarding instruction for use of drugs, any special requirements for storage, such as need for refrigeration, safe storage away from children etc., and if the drugs are unstable, instructions on destroying after a set period of time. Consults with the medical, nursing, other staff and tribal representatives on improvement and efficient operation of the pharmacy service.

Provide information and consultative advice to Health Center physician(s) on contraindications and side effects. Suggests alternative medications to avoid incompatibilities, alleviate side effects, overcome potentiating drug combinations, and prevent adverse reactions.

Has shared responsibility for the administrative operation of the pharmacy which involves records,

reports, stock control and storage, budget analysis, for casting and general management.

Provides pharmacy invoices monitoring and quality control of the programs.

The duties involve serving as the coordinator for software packages, consulting with the service lines and their staff in customizing software and training individuals in the daily operation of the packages as well as how the packages integrate with each other. Incumbent also works with other application coordinators with responsibility for a broad range of activities surrounding the implementation of a comprehensive, standardized integrated health care information system.

Implements and supports multi-service software packages that automate the capture of clinical encounter information and its subsequent retrieval, manages the customization of the site parameters and addresses integration issues with other software packages. Periodically reviews site parameters and local tables with each service for accuracy and completeness. The incumbent coordinates implementation of new software products obtained by the facility that cover these functions.

Analyzes and evaluates processes related to information flow. Serves as liaison between service lines concerning these processes. Acquires a comprehensive knowledge of the software involved to determine what are procedural issues versus system/application deficiencies. Assists staff in the efficient use of the current software. Serves on medical center teams, wherever and whenever management determines the skills and talents of the incumbent would be best utilized.

Establishes effective interpersonal relationships with all levels of medical center personnel. Promotes an atmosphere that encourages enthusiasm and user participation in clinical computing. Creates a positive environment for reporting application and or system deficiencies and suggestions for system improvements and enhanced functionality.

Promotes an awareness of the importance of data validity and data security. Coordinates efforts to correct deficiencies and errors that occur in the electronic record.

Works with various departments and their staff in the refining and evaluation of existing health-related software modules and programs. Maintains awareness and comprehensive understanding of all clinical software activities throughout the Health Center. Such activities may include, but are not limited to, electronic health information databases, (Pub Med, Medline, etc.) and telemedicine programs.

Coordinates with IRM staff and other application coordinators to implement integrated Pharmacy packages, resolve conflicts, provide secondary support on related software modules, and ensure smooth operations in areas where package scope overlaps or is integrated with other services functions.

Works with the programmers in local testing of software, identifying software problems and requesting enhancements. Logs all problems, referring those requiring a higher level of technical support to the appropriate person or team.

Personal contacts are with top management, branch chiefs, supervisors, IRMS staff, health care providers and health professionals, administrative staff and other clinical personnel in the Fort Mojave Indian Health Center. Additional contacts are with RPMS programmers, support personnel and clinical expert members at area and national level.

The purpose of contacts is to give and receive information, provide advice, give training and coordinate, analyze and report data. Contacts with IRMS staff are to negotiate services and solutions, solve problems and conflicts and assist in planning and implementing computer solutions and support activities in the

work area. Other contacts are made for the purpose of completing work projects and to provide technical advice to resolve a wide range of complex information requirements. The ability to work cooperatively with these groups will dramatically affect the implementation of most projects.

**Education:**

A Doctor of Pharmacy degree (or master's degree is required), which includes professional knowledge of the theories, principles, practices and techniques of clinical and basic pharmacy to provide direct clinical-pharmaceutical patient services.

Licensure, registration, certification appropriate to Pharmacy is required.

**Experience:**

Must have one (1) year of pharmacy experience.

Strong mathematical skills are required for this position. Must be able to calculate, dose, order, compound, quantify medications that are prescribed.

Knowledge of current automated information technology resources regarding clinical pharmacy.

Knowledge of automated medication control systems such as ScriptPro Robotic Systems.

Working knowledge of current Indian Health Service RPMS and/or Veteran's Administration clinical software applications is required.

The incumbent must have a broad and in-depth knowledge of hospital and ambulatory care pharmacy software for a medical facility.

**Certificates and Licenses:**

Licensure, registration, certification appropriate to Pharmacy is required.

**Physical Demands:**

The incumbent's work is mostly sedentary; however, some walking, standing, bending and carrying light items is required. The work requires travel to various clinics. Projects may demand the incumbent to work under stress, to meet short deadlines, or cope with changing priorities and multiple projects and tasks that are varied in nature. The computer work requires long periods of time using a keyboard, a computer and a Computer Remote Terminal (CRT) workstation.

*The Indian Preference Act will be enforced. The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Fort Mojave Indian Tribe reserves the right to amend and change responsibilities to meet business and organizational needs.*