



## JOB DESCRIPTION

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**JOB TITLE:** Pharmacist

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**Closing Date:** August 22, 2020 or until filled

**Apply:** jobs@schc.net, please state which job you are applying for

**Contact:** Kelsie Bolaño 385-955-6539

**Location:** Salt Lake City, UT

**GENERAL SUMMARY OF DUTIES:** Ensures that pharmacy operates as established and according to federal/state/local laws. Ensures that physician's orders for pharmaceuticals to patients are prepared and administered appropriately.

**Major Responsibilities/Tasks:**

1. Prepares prescriptions by reviewing and verifying physician orders; detecting therapeutic incompatibilities.
2. Dispenses medications by packaging and labeling pharmaceuticals.
3. Complies with state and federal drug laws as regulated by the state board of pharmacy, the drug enforcement administration, and the food and drug administration; maintain records for controlled substances; removing outdated and damaged drugs from the pharmacy inventory.
4. Oversee work of pharmacy technicians and pharmacist in training (interns).
5. Keep records and other administrative tasks.
6. Instruct patients on how and when to take a prescribed medicine and inform them about potential side effects they may experience from taking the medication(s).
7. Keep accurate patient records of history and activities regarding all medications.
8. Keeps pharmacy areas and equipment clean, neat, and well-organized.
9. Keep abreast of advancements in medicine.
10. Comply with all applicable state/federal laws, rules, regulations and procedures.
11. Ensure all medication is stored safely and per manufacturers recommended guidelines.
12. Maintain accurate counts of all pharmaceuticals and medications. Order and maintain proper inventory of pharmaceuticals and medications.
13. Ensures any patient complaints are handled appropriately.
14. Maintains strict confidentiality.
15. Must read and understand and adhere to all Sacred Circle Healthcare policies and procedures.
16. Practice and adhere to the Code of Conduct and Mission and Values statements.

**EDUCATION:** Bachelor of Science in Pharmacy or Pharm. D. degree

**EXPERIENCE:**

1. Graduate of a Pharmacy school accredited by the American Council on Pharmacy Education.

2. State licensure as a pharmacist
3. Minimum 1 year as a Pharmacist

**KNOWLEDGE, SKILLS, & ABILITIES:**

1. Knowledge of governmental reporting programs.
2. Knowledge of organizational policies, procedures, systems, and objectives.
3. Ability to use computer systems and applications.
4. Familiarity with medical practices terminology.
5. Ability to use proper grammar, spelling, punctuation, and sentence structure to answer correspondence and prepare reports.
6. Ability to plan and organize.
7. Ability to evaluate the effectiveness of existing methods and procedures.
8. Ability to operate office equipment.
9. Ability to communicate effectively with patients, clinical and administrative staff, and the public.
10. Ability to interpret, adapt, and apply guidelines and policies and procedures.
11. Ability to react calmly and effectively in emergency situations.
12. Ability to work under minimal supervision but maintain a high degree of communication of current work activity with supervisors.

**PHYSICAL DEMANDS/ WORKING CONDITIONS:**

This job requires prolonged standing, some bending, stooping and stretching. It also requires eye-hand coordination and manual dexterity enough to operate a keyboard, photocopier, telephone, calculator, and other office equipment. Requires normal range of hearing/eyesight/voice projection to record, prepare, and communicate appropriately. Requires occasional lifting up to 50 pounds. Most work is performed in an office environment; however, routine clinical operations monitoring may involve exposure to infectious, communicable diseases and hazardous materials, waste gases and blood and body fluids. Frequent exposure to water and chemicals used in disinfection/sterilization process. Exposure to noisy equipment. The job requires significant travel.

**PHYSICAL DEMANDS/WORKING CONDITIONS, ESSENTIAL FUNCTIONS:**

✓ Manual Dexterity	✓ Sitting for long periods of time
Full range of body motion to maneuver weight of patients	✓ Reaching, bending, stooping, kneeling, crawling
✓ Standing, walking	✓ Hear alarms/telephone/tape recorder
✓ Reach above shoulder	✓ Sense of smell/taste
✓ Repetitive arm/hand movements	✓ Exposure to high pitched noises
✓ Color Vision	✓ Exposure to communicable diseases
✓ Sight Acuity – far, near, depth perception	✓ Exposure to blood borne pathogens
Push/pull weight of up to 50 lbs.	✓ Ability to work under stress, or in emergency situations
✓ Carry up to 100 lbs.	✓ Lift up to 100 lbs.