



Cow Creek Government Office

Pharmacist Manager

Job Code: 2801
Department: Cow Creek Health and Wellness Center
Location: Roseburg, OR.
Salary: \$124,000 - \$130,000 DOE

POSITION PURPOSE

Responsible for the daily management of direct and mail order pharmacy services including provision of quality pharmaceutical care to all Tribal members, Native Americans, and non-native patients of the Cow Creek Health and Wellness Pharmacy. Provides oversight and administration of 340B and FSS purchasing programs and provides direct supervision of pharmacy staff.

POSITION DUTIES

- Provides all aspects of pharmaceutical care to eligible patients to include but not be limited to procurement of medications, selection, storage, dispensing, and patient consultation.
- Reviews medical record for appropriateness of therapy.
- Provides consultative advice to Physicians and other clinical staff as requested.
- Provides medication therapy management to clinic patients in conjunction with overall clinic goals and objectives.
- Works in conjunction with administration to maximize patient care and tribal resources.
- Assures compliance with all State, Federal and IHS rules, regulations and requirements.
- Supervises pharmacy staff including but not limited to planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback and evaluating performance.
- Establishes policy and procedures for the daily operations of the pharmacy.
- Oversees and manages purchasing pharmaceuticals through the 340B and/or FSS purchasing program.
- Actively participates in Quality Assurance/improvement Committees and activities as assigned or as required by The Oregon Board of Pharmacy.
- Manage and update third-party payor contractors in partnership with clinic leadership.

- Performs annual physical inventory of pharmaceuticals as well as annual controlled substance inventory.
- Maintains security of pharmacy and pharmaceuticals as required by The Oregon Board of Pharmacy.
- As requested, assists with community health and associated patient preventative education.
- Other duties, as assigned.

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.

- Knowledge of standard pharmacy practices and regulations related to delivery of quality pharmaceutical care as set forth by The Oregon Board of Pharmacy, Federal guidelines and Indian Health Service.
- Knowledge of retail and mail order pharmacy business.
- Knowledge of Pharmacy Benefit Manager and Third-Party Billing.
- Excellent oral and written communication skills. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
- Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.
- Ability to operate a pharmacy software system, electronic health records system and/or electronic patient management system.
- Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Cow Creek Band of Umpqua Tribe of Indians.
- Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
- Knowledge of regulations on the confidentiality of medical records (HIPAA).
- Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations. A breach of confidentiality or fraud is grounds for immediate dismissal.
- Ability to make decisions independently in accordance with established policy and procedures.
- 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.

MINIMUM QUALIFICATIONS

- Graduate of an accredited School of Pharmacy.
- Licensed by the Oregon State Board of Pharmacy or eligible for reciprocity.
- Knowledge of 340B and/or FSS program standards preferred.
- Knowledge of Pharmacy Benefit Manager and third-party billing required.
- Three years' pharmacy management experience required.

- Experience using computers required. Experience using electronic medical records systems preferred.
- Experience creating and working with budgets preferred.
- Demonstrated excellent verbal and written communication skills and a positive attitude.
- Ability to work with a wide variety of people.