



## Job Description Clinical Pharmacist

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<i>Reports To:</i>	Chief Medical Officer	<i>Approved By:</i>	John Nguyen, Chief Medical Officer
<i>FLSA Status:</i>	Exempt / Grade 25	<i>Approved Date:</i>	December 3, 2018

### **SUMMARY:**

As an Clinical Pharmacist (CP) he/she will conduct comprehensive appraisals of patients' health status by taking health and drug histories necessary to assess drug therapy. The CP evaluates drug therapy through clinical assessment, direct patient care, and subjective and objective findings relating to patient's responses to drug therapy. The CP communicates and documents those findings and recommendations. The CP recommends medications, including initiation, continuation, discontinuation, and altering therapy, based upon established protocols and provides education and medication information to patients and health care professionals.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

1. Maintains active licensure including required relevant continuing education.
2. Maintains appropriate certification as noted at time of hire.
3. Demonstrates ability and flexibility to work in other areas of the organization as needed.
4. Provides clinical pharmacy services that include medication counseling and patient education, medication reconciliation, medication refills, and individualized medication therapy / disease state management according to approved protocols as permitted by California State Board of Pharmacy Law.
5. Orders appropriate laboratory tests and other diagnostic studies necessary to monitor and support patient's drug therapy, based upon established protocols.
6. Provides patient education related to disease states and medications, including side effects, expected outcomes, and compliance.
7. Provides medication therapy management to common chronic disease states such as diabetes, hypertension, dyslipidemia, heart failure, asthma/COPD and anticoagulation.
8. Identifies, resolves, and prevents medication related problems such as drug-drug interactions, drug-disease interactions, adverse drug reactions, inappropriate dosing, compliance, and inappropriate use of medications.
9. May contribute to administrative projects such as quality improvement / assurance projects, drug utilization reviews, and formulary recommendations.
10. Provides pharmacist coverage at licensed QHC pharmacies.
11. Works efficiently to minimize patient wait times.
12. Works appropriate hours to relieve overload situations / help other providers.
13. Provides excellent customer service to internal and external customers by being responsive to all inquiries in a timely manner.
14. Demonstrates knowledge of and compliance with the tenets of quality improvement.
15. Attends appropriate meetings, participates in committees and peer review as requested.
16. Works effectively as part of an interdisciplinary healthcare team.

17. Supervises pharmacy residents and students, as requested.

18. Performs other duties as required.

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION/EXPERIENCE:**

Required:

- Doctor of Pharmacy degree from an accredited school of pharmacy.
- Completion of residency in ambulatory care or primary care through an accredited pharmacy residency program.
- CA Registered Pharmacist License.
- National Provider Identifier (NPI) required.
- Basic Life Support certification.

Preferred:

- Specialty board certification.
- Previous ambulatory clinical experience above and beyond residency.
- Prior experience with Patient Centered Medical Home model of care delivery.
- Working knowledge of spoken Spanish.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents, such as policies and procedures, benefits information, benefit surveys, board minutes, routine mail, simple contracts, and procedure manuals. Ability to compose routine reports and correspondence. Ability to speak effectively with employees, visitors and management. Ability to read and interpret documents that may be complex relating to medical and legal matters.

### **MATHEMATICAL SKILLS:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, and the ability to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to apply common sense to daily situations that arise. Ability to make decisions and execute timely in order to produce a positive outcome.

### **OTHER SKILLS AND ABILITIES:**

1. Demonstrates ability to work in other areas of the organization as needed.
2. Adheres to company policies and procedures in the performance of work duties.
3. Demonstrates required knowledge, skills, and education for job functions.
4. Maintains active licensure including required relevant continuing medical education.
5. Maintains appropriate board certification as noted at time of hire.
6. Performs work to level of and within defined scope of practice per licensure.
7. Performs work in adherence to company's policies and procedures.

8. Maintains HIPAA training certification.
9. Supports and implements the organization's vision, mission and values. Performs all job functions in a professional and courteous manner.
10. Organizes and prioritizes work with minimum supervision.
11. Performs most essential job duties independently and exercises good judgement.
12. Flexible, detail-oriented, and ability to multi-task effectively.
13. Safety and privacy conscientious.
14. Follows rules and guidance when directed from supervisor.
15. Respects the diverse values, beliefs and cultures present in individuals and groups served.
16. Timely and dependable.
17. Able to work under pressure with the capacity for reflection. [What does this last phrase mean? Reflection?]
18. Proficient use of Microsoft Office Suite.
19. Proficient prior use of an Electronic Medical Record system.
20. Proficient use of computers.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel and reach with hands and arms. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance, stoop, kneel, crouch or sit. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee is occasionally required to ascend and descend one flight of stairs. Specific vision abilities required by the job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is often low. However, there are many times when there is a high ambient background noise of phones and multiple conversations. Must be able to screen out the background noise to concentrate on the work at hand.

**I have read and understand the above job description.**

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Employee Name (Please print) Date

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Employee Signature