JOB ANNOUNCEMENT

POSITION: Director of Pharmacy
PROGRAM: Pharmacy
SUPERVISOR: Clinical Director
DIVISION: Tribal Health
SALARY: $155,875.20 Annually
CLASSIFICATION: EXEMPT
BUDGET LINE ITEM: 20-3000-9013-23-6000
LOCATION: Owyhee Community Health Facility, Owyhee Nevada

OPENS: June 13, 2023          CLOSES: July 14, 2023

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required and any optional supporting documents (i.e. Letters of Recommendation, Certificates of Completion, etc.) Failure to attach required documents will disqualify you from consideration for this position. Employment Applications are available at the Human Resource Department. Any questions regarding this position are to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes’ Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.

SPECIAL CONSIDERATIONS:
Because of the sensitive and trusted nature of this position, the position of Director of Pharmacy is subject to initial, for cause, and random drug/alcohol testing, a thorough background check, and must meet requirements to be bonded. This individual works in patient situations requiring mental alertness.
and in the course of their employment, regularly comes into contact with children and seniors. This person may operate Tribal vehicles and/or equipment in the course of their employment.

**SUMMARY OF FUNCTIONS:**
The Director of Pharmacy provides for a pharmacy atmosphere conducive to accurate drug therapy services contributing to the quality of the Owyhee Community Health Facility’s (OCHF) patient care programs. The purpose of the Director of Pharmacy is to organize and maintain the pharmacy in such a manner as to provide for an effective and efficient workplace while maintaining compliance with AAAHC and IHS standards, within available resources.

**NATURE & SCOPE:**
Environment: The Owyhee Community Health Facility is an outpatient pharmacy serving the need of the residents of the Duck Valley Reservation, including both the Native American and Non-Native American people. Age groups of patients range from prenatal to geriatric.

**ESSENTIAL FUNCTIONS:**
The Director of Pharmacy is responsible for the overall operation and effectiveness of the Department of Pharmacy, reporting to the Owyhee Community Health Facility’s Clinical Director.

1. Exercises overall professional and administrative responsibility for providing pharmaceutical services to the patients of the Owyhee Community Health Facility. These services are to assure good patient outcomes involving the use of pharmaceuticals.

2. Will supervise one staff Pharmacist, staff Pharmacy Technician(s) and a Point-of-Sale position.

3. Develops pharmacy policies and procedures. Plans and implements a scope of pharmacy services consistent with the needs of the Owyhee Community Health Facility and within available resources. These functions include systems and activities related to work schedules, record control, acquisition, storage, distribution, and maintenance of drugs stocks and equipment. Prepares cost and budget estimates as well as annual program plans.

4. Serves as the authority on drug use for the Owyhee Community Health Facility, which involves consultative and advisory tasks to committees, the medical staff. Coordinates the services with other departments and professionals that are involved in direct patient care or support of those activities.

5. Assures pharmaceutical services are of sufficient quality to meet the standards set forth by AAAHC, IHS, and other national standards.

6. Maintains stock control records, narcotic records, and inventories as necessary to satisfy legal and administrative requirements. Oversees inspection of drugs for quality storage.
7. Assures rational drug therapy by providing drug information, educating health professionals, maintaining an appropriate drug formulary, as well as Pharmacy and Therapeutics functions.

8. Prior to processing prescriptions orders, review all drug orders written in the patient’s chart to assure the appropriateness of prescribed drug therapy, resolving any discrepancies with the prescription prior to dispensing.

9. Uses the RPMS pharmacy software package to report workload data and monitor all pharmacy functions. Serves as our resident expert on the RPMS pharmacy package.

10. Performs other related duties as assigned by immediate supervisor

LATITUDE:
The Director of Pharmacy is a supervisor position and as such receives clinical direction and supervision from the Clinical Director. The Director of Pharmacy will function under broad professional standards and guidelines in carrying out responsibilities. Routinely exercises independent clinical and professional judgment involving patient care and professional services, and must be above average levels of tact, initiative, and professional conduct in dealing with patients, other members of the Health Care Team and Tribal Government.

CHALLENGES:
The major challenge for this position is providing accurate and efficient pharmaceutical services to the Owyhee Community Health Facility, which will include, but not limited to: pharmacy services, managerial reports, and effective working relationship with medical and nursing staffs.

CONTACTS:
The Director of Pharmacy has regular contact with healthcare providers as well as ancillary professionals; in addition, he or she has contact with patients regarding medication counseling and instructions.

MINIMUM QUALIFICATIONS/KNOWLEDGE, SKILLS, AND ABILITIES:

1. Graduate of an accredited college or university with a Pharmacy Degree in Pharmacy (proof of degree must accompany Employment Application) and must maintain licensure in the United States or its territories.

2. Minimum of two years experience in a clinical setting is preferred.

3. Minimum of one year of supervisory experience.

4. Must have good communication skills and have the ability to work accurately under stressful situations.
5. Must be able to work for long periods of time while standing.

6. Computer proficiency and knowledge are necessary for this position.

7. Must have thorough knowledge of drugs and their effectiveness.

**OSHA CLASSIFICATION:**
This position’s OSHA classification is defined as a Category III: Tasks that do not involve exposure to blood, body fluids, or tissues.

The normal work routing does not involve exposure to blood, body fluids, or tissues. People who perform these duties are not called upon as part of their employment to perform or assist in emergency medical care or first aid or to be potentially exposed in some other way.