



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
P.O. BOX 1270, ISLETA, NM 87022  
PH. # 505.766.6623 FAX # 505.869.2812  
E-Mail Address: poi70104@isletapueblo.com**

**JOB ANNOUNCEMENT**

**POSTING DATE: 02/25/10  
POSTING DATE ENDING: 03/12/10  
(POSTED IN AND OUT OF PUEBLO)**

**TITLE: PHARMACIST**

**DEPARTMENT/PROGRAM: PHARMACY**

**LOCATION: ISLETA HEALTH CENTER**

**NO. OF POSITIONS: 1**

**POSITION #: 25002 POSTING #: 016**

**STATUS: EXEMPT**

**GRADE: H3 STARTING SALARY: \$82,864**

**DESCRIPTION OF WORK:**

**General Statement of Duties:** Assists in providing comprehensive pharmacy services for the prevention and treatment of injuries and illness for eligible Indians residing within the service delivery area as defined in P.L. 93-638 contract with Indian Health Service.

**Supervision Received:** The Staff Pharmacist works under the direct supervision of the Pharmacy Manager.

**Supervision Exercised:** Assists the Pharmacy Manager in supervising the pharmacy technician/billing clerk(s).

**DUTIES AND RESPONSIBILITIES:**

1. Dispenses pharmaceuticals prescribed by licensed physicians and dentists.
2. Maintains, procures, stocks, monitors and inspects an adequate inventory of pharmaceuticals and controlled substances according to applicable federal and state laws and regulations.
3. Assists in revising the pharmaceutical formulary on an annual basis, and as needed.
4. Maintains medication profiles for each patient to assure dispensing of appropriate medication and minimizing potential side effects or adverse reactions.
5. Provides counseling to patients regarding the purpose, prescribed dosage, and possible side effects or adverse reactions and suggests alternative medication when indicated.
6. Coordinates dispensing of medication with doctors or dentists in order to minimize side effects or adverse reactions and suggest alternative medication when indicated.

7. Maintains and annually updates written policies and procedures that facilitate communication with patient and among clinic staff and provide operational guidelines for the pharmacy within the clinic facility and according to applicable federal and state laws and regulations.
8. Provides pharmaceutical education information to clinic staff and the Emergency Medical Services Program for use and dissemination within the Isleta community.
9. Participates in quality control and accreditation activities.
10. Participates annually in accredited continuing education relevant to the pharmaceutical field.
11. Performs following immunization pharmacist duties as assigned:
  - a. Maintains adequate immunization inventory
  - b. Ensures site inspections are completed in a timely manner
  - c. Implements recommendations from annual state inspections in an effort to ensure quality operations
  - d. Obtains additional immunization-specific continuing education
  - e. Ensures quality controls are in place throughout the Isleta Health Center
  - f. Works with health center staff to ensure immunization rates are captured, reported, and meet immunization goals for the Isleta community
  - g. Monitors vaccine availability and communicating changes in immunization schedules, indications, and shortages to medical staff
  - h. Works with medical staff to develop plans for vaccine shortages or pandemics
  - i. Conducts staff training as necessary
12. Assists the Pharmacy Manager in maximizing third-party revenue.
13. Assists the Pharmacy Manager in monitoring pharmaceutical return credits.
14. Participates on the Pharmacy & Therapeutics Committee.

**EDUCATION REQUIREMENTS:**

1. Successful completion of a 6-year course of study leading to a Doctor of Pharmacy (PharmD) from an accredited college of pharmacy preferred but not required. Bachelor Degree in Pharmacy with three or more years direct experience will be considered.

**EXPERIENCE REQUIREMENTS:**

1. Two years work experience in a Native American community health center preferred.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Current state licensure as a pharmacist, which must remain in active status while employed by the Pueblo of Isleta.
2. Meets any additional relevant requirements of the Pueblo of Isleta and its Credentials Committee.
3. Knowledge of Isleta tribal culture and customs preferred.
4. Valid NM state driver's license, which must remain in active status while employed by the Pueblo of Isleta.
5. Ability to successfully pass a thorough background investigation and drug test.
6. Maintains general and immunization-specific accredited continuing education and training.
7. Ability to read medical charts and communicate clearly and accurately.
8. Ability to travel in and out of state.

**WORKING CONDITIONS**

1. Work occurs in a patient care environment, which includes exposure to infectious disease and other risk situations that require adherence to safety precautions.
2. Work requires use of pharmacy equipment and devices, office machines and computers.
3. Work requires moderate physical activity, including lifting, standing and/or walking for extended periods.

BACKGROUND CHECKS ARE ROUTINELY CONDUCTED ON PROSPECTIVE EMPLOYEES IN  
ORDER TO CERTIFY COMPLIANCE WITH MINIMUM BACKGROUND STANDARDS  
ESTABLISHED BY THE PUEBLO OF ISLETA.

SUBMIT APPLICATION/RESUME TO HUMAN RESOURCE DEPARTMENT, LOCATED IN THE  
GOVERNOR'S OFFICE, OR MAIL TO HUMAN RESOURCE DEPARTMENT, PUEBLO OF ISLETA,  
P.O. BOX 1270, ISLETA, NM 87022

\*\*\*THE PUEBLO OF ISLETA IS A DRUG-FREE WORKPLACE\*\*\*