



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 054-24

OPENING DATE: 04/19/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Pharmacist
PAY GRADE: E14 (\$62.03/hr.-\$86.84/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Pharmacy Manager
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Provides comprehensive pharmacy services to patients and medical practitioners; fills prescriptions, dispenses medicines, counsel's patients and medical practitioners regarding the nature and use of drugs according to established policies, procedures, and protocols.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Dispenses pharmaceuticals prescribed by licensed physicians and dentist.
- Verifies that all prescriptions are appropriately written and filled.
- Maintains, procures, stocks, stores, monitors and inspects an adequate inventory of pharmaceuticals and controlled substances according to applicable federal and state laws and regulations.
- Performs drug utilization review; maintains medication profiles for each patient to assure dispensing of appropriate medication and minimizing potential side effects or adverse reactions.
- Provides counseling to patients regarding the purpose, prescribed dosage, and possible side effects or adverse reactions and suggests alternative medication when indicated.

- Monitors for drug interactions and performs a chart review as needed.
- Provides direction to Pharmacist Technicians by answering questions, training on department procedures and reviewing work.
- Coordinates dispensing of medication with doctors or dentists in order to minimize side effects or adverse reactions and suggest alternative medication when indicated.
- Assists in the maintenance and update of written policies and procedures.
- Assists in developing operational guidelines for the pharmacy according to applicable federal and state laws and regulations.
- Assists in ordering medication and adult vaccine from automated vendor daily, and child vaccines from VFC monthly.
- Provides pharmaceutical educational information to clinic staff and the Tribal Community Health Representative/Emergency Medical Technician Program for use and dissemination within the Isleta community.
- Participates annually in accredited continuing education relevant to the pharmaceutical field and in the Pharmacy and Therapeutics Committee.
- Substitutes as Pharmacist Technician as needed.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Graduate Pharmacist from an accredited College of Pharmacy.
- Doctor of Pharmacy preferred.
- State of New Mexico Pharmacist License.
- CPR Certification.
- Two years' experience in Native American community health preferred.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of drugs, medical procedures and therapies, diagnosis and disease states, and some pharmacokinetics.
- Knowledge of Indian Health Service policies and procedures.
- Knowledge of Isleta Tribal culture and customs.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of and ability to adhere to HIPAA and privacy regulations.
- Knowledge in the use and understanding of medical terminology and calculations.
- Knowledge of medication brand and generic names.
- Knowledge of insurance and third-party systems and payments.
- Skill in treating patients with tact, courtesy, and respect.

- Skill in counseling patients regarding the purpose, prescribed dosage, and possible side effects or adverse reactions of drugs.
- Ability to assess the identity, strength and purity of medications.
- Ability to use drug references and calculator.
- Ability to work with accuracy and attention to detail.
- Ability to react quickly and make effective decisions in an emergency situation.
- Ability to respect cultural and traditional Native American beliefs.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Work requires standing and/or walking for extended periods.
- Talk, hear, sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is generally performed in an indoor health clinic setting with a moderate noise level.
- Employee will be working in a patient care environment which includes exposure to infectious disease, unpleasant odors, and hazardous materials.
- Situations may occur where surgical masks, safety goggles, gloves and protective face shields are needed.
- Frequent interaction with the public.
- Evening, weekend, and holiday hours may be required.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at the Pueblo of Isleta.