

# Dilkon Medical Center

## Job Vacancy Announcement #DDH-23-46

Closing Date: 05/26/2023

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**POSITION TITLE: Chief Pharmacist**

**DEPARTMENT: Pharmacy**

### **Position Summary:**

Under general supervision of the Deputy Chief Medical Officer, the Chief Pharmacist provides pharmacy administrative and managerial direction for all pharmacy service delivery sites within the organization at Winslow Indian Health Care Center (WIHCC) and Dilkon Medical Center (DMC). Provides clinical pharmacy duties in a leadership role for the entire pharmacy staff. The incumbent sets the goals, objectives, and direction for the pharmacy program. Monitors all aspects of the pharmacy program to assure goals and objectives are being met. Upholds the principles of WIHCC's Vision, Mission, and Value Statements. Maintains confidentiality of all privileged information at all times.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

### **Essential Duties & Responsibilities:**

- Maintains regular attendance and punctuality.
- Develops and maintains policies, procedures and processes that promote safe, efficient and cost-effective medications use and that comply with WIHCC standards, as well as federal, state, and Navajo Nation regulatory agencies.
- Develops programs that ensure all pharmacists are competent to perform their professional duties and responsibilities. Verifies that licenses/certifications are current and valid.
- Develops and monitors duties and responsibilities for all pharmacy personnel; evaluates and advises employees in their performance in a professional and timely manner.
- Implements pharmacy assurance and performance improvement activities. Reports results with recommendations for compliance to Quality Management.
- Assures processes to document medication errors and to report errors to Adverse Incident Committee quarterly. Works with other departments to prevent medication errors and mitigate any adverse effects.
- Establishes and maintains strict controls and accountability for all medications stored in the clinic/hospital and dispensed or administered to patients. Assures secure storage, accurate inventory, and legal and appropriate dispensing of DEA controlled substances.
- Maintains Pharmacy participation in the Arizona Controlled Substances Prescription Monitoring Program and assures appropriate processes to communicate discrepancies and resolve issues with medical staff providers.
- Develops and implements processes which ensure that the Pharmacy and Therapeutics Committee efficiently and effectively promotes the efficacious, safe and cost-effective use of medications within the institution; ensures that agendas are prepared in a timely manner and reviewed with the Chairperson of the Committee prior to the meeting whenever necessary.
- Ensures that fair and equitable processes are maintained for providing non-formulary medications to patients when medically necessary and appropriate.
- Implements clinical programs designed to promote rational, cost-effective drug therapy. Identifies high-cost drug use that may be inappropriate and develops corrective strategies.
- Manages Pharmacy program in accordance with published standards of the Accreditation Association for Ambulatory Health Care.
- Directs all aspects of monthly financial data; analysis of end-of-month drug utilization data and purchasing information for appropriateness prior to submitting to the Finance Department. Ensures that pharmacy billing is accurate and done in a timely manner.
- Implements and monitors purchasing program that ensures no significant inventory build by maintaining an inventory turnover ratio which equals or exceeds industry standards. Ensures that best pricing is attained; maintains contracts and costs within budget limits. Ensures that Drug Master File contains accurate data.
- Directs all inventories to ensure that they are accurately and correctly conducted; Directs Pharmacy Buyer to ensure that the inventory process is efficiently carried out.
- Implements and supervises processes that ensure bi-weekly payroll data is accurate and complete; ensures timely transmission to Payroll.

- Prepares work schedules and workload statistics; maintains an appropriate staffing level to ensure that the services and responsibilities of the department are provided in a timely and quality manner.
- Actively participates in committees, meetings and functions as required by the organization.
- Performs duties and responsibilities of key pharmacy staff in their absence.
- Advises the Chief Medical Officer, Medical Staff, and other departments on pharmacy matters.
- Prepares annual pharmacy reports for the Management Team.
- Maintains high level of customer service.
- Performs other duties as assigned.
- Requires completion of tasks or duties assigned by a supervisor.
- Upholds all principles of confidentiality and patient care to the fullest extent.
- Adheres to all professional and ethical behavior standards of the healthcare industry.
- Adheres to WIHCCs Personnel Policies and Procedures, departmental policies, rules, and regulations.
- Interacts in an honest, trustworthy and dependable manner with patients, employees, visitors, and vendors.
- Possesses cultural awareness and sensitivity.
- Maintains compliance with all Human Resources requirements.

### **Minimum Qualifications:**

Doctor of Pharmacy degree and experience which includes professional knowledge of the theories, principles, administrative practices, and techniques of clinical and basic pharmacy to provide comprehensive-pharmaceutical patient services. Three years of supervisory pharmacy experience. If the candidate is a member of the USPHS Commissioned Corps, a license to practice in any state in the U.S. is acceptable, although an Arizona license is preferred. For all other candidates, a license to practice in Arizona is mandatory. CPR and ACLS certifications are preferred. Bilingual skills in English and Navajo language preferred. Must maintain a valid unrestricted and insurable driver's license. Must successfully pass a background investigation and maintain suitable requirements for a Child Care position. This position is considered as a Child Care position, which requires a satisfactory background check investigation and is subject to the requirements of the Indian Child Protection and Family Violence Prevention Act, as amended (henceforth referred as the ICPFVP Act).

### **Knowledge, Skills, Ability**

- Knowledge in department and staff planning, monitoring, and evaluation of drug therapy in a clinical setting.
- Knowledge in planning, monitoring, and managing clinical pharmacy program, FTE management and pharmacy budgets.
- Knowledge of patient care charts and patient histories.
- Knowledge of policies and regulations pertaining to the disbursement of pharmaceutical drugs and controlled substances.
- Knowledge of management process and general management skills.
- Knowledge of clinical operations and procedures.
- Knowledge of related accreditation and certification requirements.
- Knowledge of strong work ethics in the workplace.
- Knowledge of basic application of confidentiality.
- Knowledge of basic computer skills, e.g. Outlook, Word, Excel, PowerPoint.
- Skill in providing leadership to, supervision, training and evaluating assigned staff.
- Ability to communicate with other WIHCC management team members, medical staff in regards to the total pharmacy services with the Service for treatment of the patient and educational activities related to patient care and Health Professional Students.
- Ability to identify deficiencies in program operations and pharmacy services and make recommendations for change in procedures and/or guidelines to ensure the delivery of quality patient care services.
- Ability to assess unusual circumstances, variations in approach and incomplete or conflicting data.
- Ability to exercise independent judgements wherein error could result in serious injury or death to a patient.
- Ability to identify fine differences between drugs as they relate to the therapeutic efficacy of the product.
- Ability to be dependable in attendance and job performance.
- Ability to meet attendance, overtime (if necessary), and other reliability requirements of the job.
- Ability to accept and learn from feedback.
- Ability to communicate effectively both verbally and in writing.
- Ability to provide exemplary customer service at all times.
- Ability to interact positively with others and possess great interpersonal skills.
- Ability to multitask and perform well under pressure.

- Ability to have self-confidence.
- Ability to be a great team player.
- Ability to accept and learn from supervisor/peer critique.
- Ability to be flexible and adaptable to the changing needs of the organization.

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

**Work Environment:**

Work is performed in an office setting or outdoor work environment with a moderate noise level. Work environment may involve exposure to physical risks, such as blood borne pathogens and operating dangerous equipment or working with chemicals. Evening and/or weekend work may be required. Extended hours and irregular shifts may be required.

**As required by P.L. 93-638, absolute preference will be given to qualified Navajo applicants. If there is no qualified Navajo applicant, preference will be given to qualified American Indian applicants.**