



THE COQUILLE INDIAN TRIBE
OPEN UNTIL FILLED, FIRST CONSIDERATIONS AUGUST 25, 2017

Job Title: Pharmacy Manager
Department: Community Health Center
Reports to: Health and Human Services Administrator
FLSA Status: Exempt – Full Time
Salary Grade: \$88,853 to \$173,929, DOE

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

SUMMARY OF MAJOR FUNCTIONS

Responsible for the daily management of direct and mail order pharmacy services including; provision of quality pharmaceutical care to all Tribal members, Native Americans, non-native patients of the Community Health Center, and other eligible entities; oversight and administration of 340b and FSS purchasing programs; and supervision of pharmacy staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Solely provides all aspects of pharmaceutical care to eligible patients to include but not be limited to; procurement of medications, selection, storage, dispensing, and patient consultation.
2. Reviews medical record for appropriateness of therapy.
3. Provides consultative advice to Physicians and other clinical staff as requested.
4. Provides medication therapy management to clinic patients in conjunction with overall clinic goals and objectives.
5. Works in conjunction with PRC and Nasomah Health Group to maximize patient care and tribal resources.
6. Assures compliance with all State, Federal and IHS rules, regulations and requirements.
7. Assures all pharmacy operations are consistent with AAAHC standards.
8. Supervises Pharmacy staff to include but not limited to: planning, scheduling, and assigning work, establishing guidelines and performance expectations, providing feedback and evaluating performance. Provide advice, counsel, and/or instruction to staff and conducts disciplinary measures as necessary.
9. Establishes policy and procedures, for approval, for the daily operations of the pharmacy.
10. Oversees and manages the purchasing of pharmaceuticals through the 340b and/or FSS purchasing program.
11. Develops draft program budgets and monitors expenditures throughout fiscal year.
12. Purchases program supplies within established policies and procedures.
13. Actively participates in Quality Assurance/improvement Committees and activities as assigned or as required by The Oregon Board of Pharmacy.
14. Performs annual physical inventory of pharmaceuticals as well as annual controlled substance inventory.
15. Maintains security of pharmacy and pharmaceuticals as required by The Oregon Board of Pharmacy.
16. As requested, assists with community health and associated patient preventative education.
17. Other duties, as assigned.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified, and shall not be considered as a detailed description of the all the work requirements that may be inherent in

the job. The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

PHYSICAL REQUIREMENTS

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires walking, standing, sitting for extended periods of time, raising or lowering objects, stooping and occasionally requires lifting up to 25 pounds. Statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Knowledge of standard pharmacy practices and regulations related to delivery of quality pharmaceutical care as set forth by The Oregon Board of Pharmacy, Federal guidelines and Indian Health Service.
2. Knowledge of retail and mail order pharmacy business.
3. Knowledge of Pharmacy Benefit Manager and Third Party Billing.
4. Excellent oral and written communication skills.
5. Ability to operate an electronic health records system and/or electronic patient management system.
6. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations.
7. Ability to read and understand complex documents and manuals, as well as the ability to write such documents for use by others.
8. Ability to develop the ability of others to perform and contribute to the organization by providing ongoing feedback and by providing opportunities to learn through formal and informal methods.
9. Ability to operate a pharmacy software system, electronic health records system and/or electronic patient management system.
10. Ability to foster an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the vision and mission of the Coquille Indian Tribe.
11. Possess awareness and sensitivity of Indian traditions, customs, and socioeconomic needs and ability to work effectively with diverse cultures.
12. Knowledge of and the ability to maintain strict confidentiality of medical and administrative records adhering to the standards for health record-keeping under HIPAA and Privacy Act requirements.
13. Ability to maintain professionalism, confidentiality, and objectivity under constant pressure and crisis situations.
14. Ability to be precise and pay attention to details in a fast paced environment. Must have acute attention to detail and demonstrate effectiveness in managing multiple work assignments simultaneously, often under strict deadlines. Work accuracy is essential. Works independently, shows initiative and takes ownership of all projects and assignments to achieve positive results.
15. Ability to make decisions independently in accordance with established policy and procedures.
16. Be computer literate. Exhibit a level of computer literacy sufficient to use software such as word processing, spreadsheets, and databases to produce correspondence, documents, and reports.

MINIMUM QUALIFICATIONS

- A. Graduate of an accredited School of Pharmacy.
- B. Licensed by the Oregon State Board of Pharmacy or eligible for reciprocity.
- C. Must be eligible for appointment to CHC medical staff per CHC credentialing policies.
- D. Knowledge of 340b and/or Federal Supply Schedule program standards desired.
- E. Knowledge of Pharmacy Benefit Manager and third party billing required.
- F. Three year's pharmacy management experience preferred.
- G. Experience using computers required. Experience using electronic medical records systems preferred.
- H. Experience creating and working with budgets preferred.

- I. Demonstrated excellent verbal and written communication skills and a positive attitude.
- J. Ability to work with a wide variety of people.
- K. Current and valid Oregon driver's license in good standing with no insurability issues with the Tribe's insurance carrier is required.

Visit www.coquilletribe.org for an application

Or

Contact HR at 541-756-0904.

Submit completed applications to:

Human Resources Director

Coquille Indian Tribe Administration Offices

3050 Tremont St. North Bend, OR 97459