

Staff Pharmacist Job Description

Department:	Pharmacy Services	FLSA Status:	Exempt
Reports to:	Director of Pharmacy Services	Position Type:	Full-time
Location:	Milwaukee, WI / Middlebury, VT	Travel Required:	5%
Approved By:	Director of Pharmacy Services	Approved Date:	June 8, 2018

Position Summary

As an integral part of the pharmacy team, the Staff Pharmacist practices pharmacy consistent with company expectations and applicable state and federal laws and regulations in a fast-paced environment focused on dispensing accuracy and patient care. The Staff Pharmacist performs duties in both the adjudication and production work environments while providing direct supervision of Pharmacy Services Representatives, Pharmacy Technicians, and Pharmacy Support Specialists performing pharmacy related duties. In adjudication, the Staff Pharmacist is charged with interpretation of prescription orders, peer-to-peer, patient, and other communications to clarify and verify information and provide counseling. In production, the Staff Pharmacist reviews the fulfillment of prescription orders, works with robotics and automation, completes prescription transfers, and assists with drug procurement through various wholesalers.

Essential Duties and Responsibilities

1. Interpret prescription orders and obtain necessary information or clarification from prescribers, patients, or others.
2. Conduct Drug Utilization Review.
3. Provide direct supervision of pharmacy services representatives, pharmacy technicians, and pharmacy support specialists performing pharmacy related duties.
4. Perform these duties while practicing pharmacy:
 - a. Verify prescription authenticity
 - b. Resolve prescription discrepancies and seek clarification when necessary
 - c. Validate prescription order entry (PV-1), proper labeling, and filling of medication orders (PV-2)
 - d. Ensure shipping and delivery processes are followed by pharmacy staff
5. Ensure compliance with FDA and manufacturer restrictions associated with REMS drugs, including ensuring the most recent medication guide is provided with a REMS drug prescription.
6. Serve as a backup to the Director of Pharmacy Services for compliance with FDA and manufacturer restrictions associated with REMS drugs.
7. Consult with patients and prescribers as required or necessary about drug interactions, side effects, medication storage, and other requested or pertinent prescription drug information.
8. Verify correct medication, directions for use, and other prescription information, consistent with company policies and regulatory requirements, prior to dispensing.
9. Work with prescribers and other stakeholders to optimize drug therapy, including but not limited to brand-to-generic switches, formulary optimization, and facilitation of prior authorization and other third party payer requirements.
10. Work in partnership with other internal departments to collaboratively resolve issues.
11. Meet or exceed daily workflow expectations.
12. Provide on-call counseling services for patients utilizing the mail order pharmacy based on business needs of Serve You Rx.
13. Complete additional pharmacist state licensure and Pharmacist In Charge (PIC) requirements based on business needs of Serve You Rx.
14. Perform other duties and responsibilities as required.

Preferred Education and Experience

- PharmD degree from an accredited school of pharmacy.
- Pharmacy practice experience.

Required Credentials / Licensing / Certification

- An active, valid pharmacist license that is in good standing with no restrictions in the state that the pharmacy site is located.
- Additional pharmacist state licensure based on business needs of Serve You.

Competencies

- Possess excellent written and verbal skills and ability to communicate effectively across all levels of audience including the ability to translate clinical information into a manner appropriate for clinical and non-clinical audiences.
- Detail-oriented, accurately follow established procedures for completing work, and ensure high-quality results to include initiating action to correct quality problems.
- Effectively manage one's time, stay focused, ensure performance objectives and deadlines are met.
- Effectively meet customers' needs, excellent interpersonal relationship skills, and take responsibility for customer satisfaction.
- Plan, organize, and prioritize work activities to meet business needs.
- Proficient in Microsoft Office Professional, including Microsoft Excel and Word.

Physical Demands

- Exposed to a normal office environment.
- Lift, carry, and /or push/pull various items (bags, boxes, carts, etc.) while using proper technique.
- Lift up to 35lbs. from floor to chest level, and lift and carry up to 35 lbs. at waist height a reasonable distance.
- Sit or stand up a majority of work day (8-10 hours) or sit for long periods of time depending on the needs of the pharmacy operation and call center.
- Operate all equipment necessary to do the job.