

## **Pharmacist Job Description**

<b>Name:</b>		<b>Department:</b>	Pharmacy
<b>Title:</b>	Pharmacist	<b>FLSA:</b>	
<b>Date:</b>		<b>Reports To:</b>	Pharmacy Manager/Director of Pharmacy

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### **PURPOSE OF POSITION**

Under indirect supervision, provides full range of patient services by filling prescriptions, counseling patients, supervising Pharmacy Technicians, and providing professional services. Assures that all services comply with professional standards and applicable laws.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

**The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

1. Interprets written prescriptions, checks for drug interactions and allergies, enters prescription and patient data into computer system, and gives prescription information to Pharmacy Technician for filling. Supervises Technicians, checks all work for accuracy.
2. Serves patients by counseling over the phone and in person. Conveys pertinent information regarding how and for how long the medication should be taken. Answers patient's questions. Consults with other health care professionals and conducts research as necessary to ensure that all services are in the best interests of the patient and conform to established professional standards and applicable state laws.
3. Review inventory daily. Places orders for medications as necessary. Maintains adequate supplies without overstocking.
4. Ensure proper billing occurs when pharmacist on duty in compliance with insurance plan, CMS, and/or board of pharmacy.
5. Counsels patients to ensure that patients understand their treatment program and to ensure that treatment goals are being met. Meets face to face with patients, discusses disease state and treatment options. Answers questions to ensure patient understanding.
6. Maintains current state pharmacy license.
7. Maintains working knowledge of all aspects of the computer and cash register.
8. Maintains store competitiveness and profitability by controlling operational expenses and maximizing sales.
9. Maintains regular and punctual attendance. Develops courteous and professional relationships with patients, customers, and co-workers.
10. Comply with all security/loss prevention procedures including setting alarm; securing safe, etc.
11. Maintain a perpetual schedule II inventory
12. Complete third-party rejections

13. Maintain daily and weekly reports
14. In cases of dispensing incidents, follow company procedures: notification and report completed
15. Ensure compliance with all company procedures and federal and state laws, rules, and regulations.
16. Performs other duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervises 1 to 5 Pharmacy Technicians or Pharmacy Clerks. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

## **QUALIFICATIONS**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must have a valid driver's license and current car insurance coverage.*

## **EDUCATION and/or EXPERIENCE**

Bachelor's degree (B.S.) from accredited pharmacy college; and one to two years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE ABILITY**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to respond to team members in a clear, concise and professional manner.

## **MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **COGNITIVE DEMANDS**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with a variety of abstract and concrete variables.

## PHYSICAL DEMANDS

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to walk and reach with hands and arms. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

## ENVIRONMENTAL ADAPTABILITY

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and outside weather conditions. The noise level in the work environment is usually moderate.

## ACKNOWLEDGEMENT

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, GRX Holdings, LLC reserves the right to revise the functions and duties of the position or to require that additional or different tasks be performed as directed by GRX Holdings, LLC. I also understand that this position description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and GRX Holdings, LLC has a similar right.*

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Employee's Signature

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Date

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Supervisor Signature

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Date

*GRX Holdings, LLC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, GRX Holdings, LLC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with GRX Holdings, LLC.*