

<b>Job Title</b>	<i>Clinical Pharmacist</i>
<b>Department</b>	<i>Pharmacy</i>
<b>Reports To</b>	<i>Pharmacy Supervisor</i>
<b>FLSA Class</b>	<i>Non-Exempt</i>
<b>Salary Grade</b>	
<b>Revised Date</b>	<i>December 29, 2021</i>

### **Position Summary**

The Clinical Pharmacist provides and coordinates comprehensive pharmaceutical care services to patients of nufactor® Pharmacy that include, but are not limited to, overseeing, monitoring, preparing, dispensing and documenting all aspects of their prescribed medication therapy; serve as a resource for clinical information; oversee the patient care related information entered in the pharmacy system of record; ensure compliance with regulatory agency standards and requirements in addition to all Federal, State, and local laws and regulations.

### **Essential Functions and Duties**

#### **Supervisory Responsibilities:**

- Pharmacy support personnel which includes technicians, clerks and warehouse coordinator

#### **General Responsibilities:**

- Prepare, label, and dispense medications accurately for patients in accordance with prescriber's prescriptions; ensure compliance with Federal, State and local laws and regulations in addition to regulatory agency standards and requirements pertaining to the dispensing of medications, ancillary supplies, Durable Medical Equipment (DME) and the maintenance of required records.
- Review and monitor patient's medication therapy and orders for safety and efficacy considering specific patient conditions and health status; reassess, update and review patient care plans and medication lists as appropriate; advise customer service team of issues with, or possible enhancements to, patient's medication therapy including ancillary supplies.
- Coordinate all clinical pharmacy patient care and pharmacy dispensing/shipping activities.
- Supervise pharmacy technicians and support personnel who assist in the ordering, receiving, preparation, maintenance and dispensing of medications, ancillary supplies and DME.

- Supervise pharmacy technicians and pharmacy support staff by giving direction and keeping people on-task.
- Assist with the intake process.
- Play an active role in patient education and engage patient's in the understanding of their medications and the impact it has on their disease state.
- Act as a central resource to internal and external staff for information on clinical pharmacy issues by providing concise, applicable, comprehensive and timely responses to requests.
- Participate in pharmacy on-call schedule, including holidays.
- Proactive approach to managing workload, ability to multi-task and manage frequent interruptions.
- Participate in all pharmacy inventory counts.
- Assist in creating and/or updating departmental policies and procedures as necessary.
- Ensure pharmacy is on track with departmental/operation processes and liaising with other departments as needed.
- Conduct special projects when requested by management.
- Keep abreast of industry trends and maintain knowledge of therapy by reading/reviewing literature, maintaining continuing education requirements, and attending in-services, seminars, conferences, or other educational opportunities.
- Attend job-related trainings and seminars as requested.
- Adheres specifically to all company policies and procedures, Federal and State regulations and laws.
- Display dedication to position responsibilities and achieve assigned goals and objectives.
- Represent the Company in a professional manner and appearance at all times.
- Understand and internalize the Company's purpose; Display loyalty to the Company and its organizational values.
- Display enthusiasm and dedication to learning how to be more effective on the job and share knowledge with others.
- Work effectively with co-workers, internal and external customers and others by sharing ideas in a constructive and positive manner; listen to and objectively consider ideas and suggestions from others; keep commitments; keep others informed of work progress, timetables, and issues; address problems and issues constructively to find mutually acceptable and practical business solutions; address others by name, title, or other respectful identifier, and; respect the diversity of our work force in actions, words, and deeds.
- Comply with the policies and procedures stated in the Injury and Illness Prevention Program by always working in a safe manner and immediately reporting any injury, safety hazard, or program violation.

- Ensure conduct is consistent with all Compliance Program Policies and procedures when engaging in any activity on behalf of the company. Immediately report any concerns or violations.
- Other duties as assigned.

## **Education, Knowledge, Skills and Experience**

### **Required Education:**

- Bachelor of Science in Pharmacy or a Doctor of Pharmacy degree from an approved program by the American Council on Pharmaceutical Education (ACPE).

### **Required Knowledge:**

- Working knowledge of State, Federal, Joint Commission and URAC guidelines/regulations/laws.
- Knowledge of pharmacy dispensing requirements and federal/state regulations and laws.
- Ability to exercise discretion and maintain confidentiality to the level of required HIPAA standards.

### **Preferred Knowledge:**

- Knowledge of infusion related medication, supplies, and durable medical equipment (DME).
- Knowledge of Joint Commission and URAC requirements and standards.

### **Required Experience:**

- None

### **Preferred Experience:**

- Prior experience in the treatment and care of patients with hemophilia, immune deficiency or other and infusion therapies is highly desired.
- Minimum one (1) year of hospital or infusion-based pharmacy experience including a thorough knowledge of intravenous admixture aspects and/or clinical components of home infusion therapy.

### **Required Skills:**

- Demonstrate analytical and problem-solving skills in resolving complex discrepancies.
- Keep up-to-date on medications, therapies, and common disease states treated by nufactor by reading/reviewing literature, continuing education courses, and attending in-services, seminars, conferences, or other educational opportunities.
- Intermediate level of understanding and use of computers applications that include Microsoft Office (Outlook, Word, Excel) and internet technologies.

- Operate office equipment which includes: computer, scanner, printer, copier, and phones.
- Strong organizational skills.
- Work with a high degree of accuracy in an organized, detail-oriented manner with appropriate follow up as required.
- Proactive approach to managing workload, able to multi-task and handle frequent interruptions.
- Able to prioritize work and make decisions independently and effectively, often quickly in response to dynamic patient needs.
- Effective verbal and written communication skills and ability to interact professionally and successfully with patients, teammates, and management.
- Able to work as part of a team, including on-site and remote teammates.
- Display excellent judgment on a consistent basis with sound decision-making abilities.
- Ability to exercise discretion and maintain confidentiality to the level of required HIPPA standards.

#### **Professional Certification:**

- Full, current, and unrestricted license to practice pharmacy in the state which the pharmacy is located.
- Full, current, and unrestricted NABP based license to reciprocate to all states that are required for patient care and strategic business needs as directed by management.
  - California Only – a non NABP based California license that was issued prior to January 1, 2004, may be considered.
- Certification as an Immune Globulin Certified Pharmacist (IgCP) must be obtained within 2 years of employment and must meet ongoing requirements to maintain certification.
- Certified Specialty Pharmacist (CSP) preferred, but not required.

#### **Physical requirements**

Vision, hearing, speech, movements requiring the use of wrists, hands and/or fingers. Must have the ability to view a computer screen for long periods and the ability to sit for extended periods. Must have the ability to work the hours and days required to complete the essential functions of the position, as scheduled. Must have the ability to lift and maneuver items of at least 20 lbs. Working condition include normal office setting.

#### **Mental Demands**

Learning, thinking, concentration and the ability to work under pressure, particularly during busy times. Must be able to pay close attention to detail and be able to work as a member of a team to ensure excellent customer service. Must have the ability to interact effectively with co-workers and customers, and exercise self-control and diplomacy in customer and employee relations' situations. Must have the ability to exercise discretion as well as appropriate judgments when necessary. Must be proactive in finding solutions

## **Direct Reports**

None

## **EEO/AAP Statement**

FFF Enterprises is an EEO/AAP employer; all business decisions (employment, promotions, compensation, etc.) are made without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity, or any other legally protected status. FFF Enterprises promotes an equal employment opportunity workplace which includes reasonable accommodation consideration of otherwise qualified disabled.

## **Acknowledgement**

The above statements are intended to describe the general nature and level of work being performed by the incumbent assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel so classified.

The undersigned employee acknowledges receipt of the Job Description for the employee's position and understands the essential functions, responsibilities and qualifications of the position. Furthermore, the employee acknowledges that this Job Description does not include all of the essential functions of this position, and that these essential functions may change as deemed necessary by the manager.

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Print Name

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Signature

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Date