

## Lexington Prescription Center

### JOB DESCRIPTION

## PHARMACIST

**Reports To:** PHARMACIST IN CHARGE

**Department:** Pharmacy

**Prepared By:** R.J. Hedges & Associates

**On** 07/10/2020

**Approved By:** Jeffrey S. Goldstein, RPh

**On** 07/10/2020

**Position Classification:** Exempt (Salary) \_\_\_\_\_ **Non-Exempt** (Hourly) \_\_\_\_\_

**Workforce Member Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Summary:**

To assist in planning, coordinating and managing pharmacy and DMEPOS operations so as to control costs, maintain projected profit margins, meet and/or exceed sales goals, provide a pleasant, courteous experience for the patient and positive working conditions for workforce members. To make, mix and compound prescriptions for the patient and give consultations when requested

### **Duties:**

- Plans department performance to comply with company guidelines
- Ensures pharmacy standards are met so as to reinforce facility acceptance, which is reflected in retention of facilities
- Needs to perform all aspects of the sales process; be familiar with and able to fully explain the medication dispensing systems utilized by the pharmacy; provide on-site facility staff trainings
- Assists with managing an inventory control system
- Follows or adjusts merchandising in accordance with the inventory control system
- Watches returns and outdates closely
- Performs or monitors competitive pricing
- Ensures that safe working conditions are maintained
- Provides and monitors safety training
- Sets an example of personal integrity, appearance and ethical business practices which provides a standard of conduct for all department personnel

### **Qualifications:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily
- Pharmacist in good standing, maintaining current state professional licensure
- Present a professional stature
- Courtesy with patients and staff
- Familiarity with pharmacy-related software, in addition to any other software programs needed to manage a pharmacy efficiently

### **Education/Experience:**

- Successfully completed the coursework and graduated from an accredited school of pharmacy

**Language Ability:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively before patients and workforce members of organization

**Math Ability:**

- Ability to do complex pharmaceutical math, calculations, ratios and formulas
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals

**Reasoning Ability:**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations

**Computer Skills:**

- To perform this job successfully, an individual should have knowledge of: operational software; word processing software; spreadsheet software; inventory software; internet software; project management software

**Certificates and/or Licenses:**

- Licensed and in good standing with the state board of pharmacy as a registered pharmacist

**Supervisory Responsibilities:**

- Directly supervises all workforce members in the pharmacy
- Knowledgeable of the correct policies and procedures and ensures that they are followed through, in accordance with the pharmacy's policies and any applicable laws
- Responsibilities include interviewing, hiring and training workforce members; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems

**Continuing Education:**

- Pharmacist must obtain the required number of continuing education units (CEU) to maintain credentials
- Must maintain the state licensure to practice pharmacy services in the state where the pharmacist works
- Must attend periodic in-service or training classes as designated by management

**Work Environment:**

- Ensures that a safe and secure work environment is provided to all workforce members
- The work environment characteristics described here are representative of those a workforce member encounters while performing the essential functions of this job
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- The noise level in the work environment is usually moderate

**Physical Demands:**

- The physical demands described here are representative of those that must be met by a workforce member 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 workforce member is regularly required to stand and walk; use hands to finger, handle or feel; and talk and hear
- Specific vision abilities required by this job include close vision and ability to adjust focus

**Additional Duties:**

- The workforce member may be assigned additional duties and tasks necessary to perform the duties and responsibilities of this position