



California Rural Indian Health Board, Inc.

Position Description

Pharmacy Program Coordinator

Reports to: Health Systems Development Director
Supervises: None
Salary Grade: CCS 11/12
FLSA Classification: Exempt

Position Summary:

The Pharmacy Program Coordinator (Pharmacist) is responsible for technical assistance in planning, organizing and coordination of pharmacy services of contracting clinics. The pharmacist is responsible for providing Training and Technical Assistance to clinics in establishing and maintaining pharmacy services which meet or exceed Indian Health Service standards and state and federal regulatory requirements. Such activities include onsite assessment of clinic and contracted providers services, collection and analysis of data, and recommendation and development of purchasing service or delivery systems. Position requires extensive travel.

Essential Functions:

1. Assure appropriateness of drug therapy.
2. Provide drug information, drug therapy consultation and staff education regarding drug therapy.
3. Act as Consultant Pharmacist for clinics, providing routine periodic onsite visits and inspections for clinics with limited pharmacy services (e.g. drug closets).
4. Assist in development of Pharmacy and Therapeutics (P&T) Committee/Function.
5. Assist in development of Quality Improvement process for pharmacy. Work with Health Information Consultant to assure coordination of Pharmacy and clinic-wide Quality Improvement process.
6. Perform Quality Improvement audits at least quarterly for clinics including satellite sites.
7. Provide Training and Technical Assistance to contracting clinics upon request.
8. Evaluate needs and develop plans for improving pharmacy delivery systems. Work with programs and HSD Director to evaluate support for plan. Implement plan, including providing workshops, develop manuals and provide onsite technical assistance, as necessary.
9. Evaluate need and provide cost/benefit analysis for new systems, for example group purchasing cooperative, prepackaging, and pre-labeling drugs for clinic dispensing.
10. Develops and conducts drug usage evaluations for provider staff.
11. Evaluates overall performance of pharmacy service.
12. Develop network and coordination of pharmacy service with clinic pharmacists.
13. Assist Clinic Pharmacists with special projects in the development of pharmacy systems.
14. Provide Training and Technical Assistance to clinics to assist them in complying with Indian Health Service standards, state and federal regulations.
15. Other duties as assigned.

Additional Responsibilities:

1. Maintain a valid, unrestricted California Driver's license and ability to be insurable under CRIHB's automobile insurance. If employee has a valid license from another state, he/she must obtain a CA license within 2 months of hiring date.
2. Position requires over night travel within CRIHB's service area.
3. Requires ability to drive up to 7 hours a day.

Qualifications:

1. Degree from an accredited School of Pharmacy and licensed as a Registered Pharmacist
2. Two years experience as a pharmacist, preferably in an outpatient clinic setting.
3. Knowledge of FDA, DEA, and other regulatory agency policies.
4. Valid CA driver's license and proof of current liability insurance.
5. Requires ability to drive up to 7 hours (one way) in a day.
6. Ability to work effectively with wide variety of people within health care organizations, state/federal agencies and private corporations.
7. Ability to exercise independent judgment to coordinate a number of projects, personnel to clinics to meet specified objectives and to maintain detailed records of these activities and projects.

This position requires an awareness and keen appreciation of American Indian traditions, customs and socioeconomic needs and the ability at all times to meet and deal effectively in contacts with Indian organizations which requires tact, courtesy, discretion, resourcefulness, and good judgment in handling functions of a sensitive nature.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, Sections 472 and 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.