



POSITION TITLE: Pharmacist

STATUS: Exempt, Hourly

RESPONSIBLE TO: Health Center Manager

GENERAL DESCRIPTION: The Pharmacist functions as “Pharmacist In Charge” for assigned health center. S/he oversees the pharmacy, ensuring that dispensing practices are consistent with PPHS, PPFA, federal, state and local regulations.

DUTIES AND RESPONSIBILITIES:

1. Establishing or implementing written policies or procedures for the provision of pharmacy services to assure compliance with PPHS, PPFA, state and federal laws and regulations;
2. Maintaining current pharmacy permit for the health center;
3. Assuring that all pharmacists, technicians and interns are currently licensed, certified or registered and that interns and technicians wear proper identification;
4. Notifying the Board of Pharmacy immediately of any of the following changes:
 - a. Change of employment or responsibility as Pharmacist In Charge
 - b. Change of ownership of pharmacy
 - c. Change of address
 - d. Permanent closing of pharmacy
5. Notifying health center management of any concerns or violations brought to the pharmacist-in charge’s attention;
6. Making or filing any reports required by PPHS, PPFA, state or federal laws and regulations;
7. Assuring sufficient pharmacy coverage to competently and safely provide pharmacy services;
8. When pharmacy technicians are used, the pharmacist in charge is responsible for developing written policies and procedures to specify their duties and for supervising all pharmacy technicians;

9. Maintaining a regular schedule at the Health Center, as agreed upon with Health Center Manager to assure access for clients to pharmacy services;
10. Dispensing new prescriptions and refills;
11. Reviewing record-keeping to assure effective tracking system for lot numbers and expiration dates for all pharmaceuticals;
12. Managing expired medications in accordance with current laws and regulations;
13. Conducting inventory and providing list of necessary pharmaceuticals to Health Center Manager on a monthly basis;
14. Educating PPHS staff regarding dispensing, lot #/ exp date tracking, record-keeping, drug interactions and contraindications;
15. Participating in regular staff meetings;
16. Other pharmacy related duties, as assigned by the Health Center Manager.

QUALIFICATIONS NEEDED:

Professional: Licensed pharmacist in the state of South Carolina.

Personal: Understanding of and commitment to PPHS goals and mission; Excellent written and oral communication skills; Ability to work independently and as part of a team.

Other: Required to read, comprehend and analyze data daily. Must input and retrieve data daily. Must perform written communication and use office equipment daily. Required to communicate with staff and public in person and via telephone daily. Use of automobile may be required.

I have received a copy of this job description, which I have read and understand.

Employee Signature

Date

Pharmacist
5/6/09