

## Job Description Form



<b>Division/Department</b>	MedQuest Pharmacy
<b>Position Title</b>	Staff Pharmacist
<b>Reports To Title</b>	Director of Pharmacy

### GENERAL DESCRIPTION

The Staff Pharmacist is responsible for the pharmaceutical care of patients, verifying orders to be sent to the shipping station, and handling inbound/outbound calls efficiently. Additional responsibilities for this position include building relationships with patients, prescribers, and teammates, growing the business, and developing the skill sets of the pharmacy staff.

### POSITION FUNCTIONS

- Complete entire daily workload of checking prescriptions, including compounded preparations, while taking phone calls and handling pharmacy assignments
- Efficiently check, scan, and clear filled prescriptions to be sent to the shipping station by conducting a final check, ensuring that all auxiliary items are included in order
- Responsible for conducting drug utilization reviews and interaction checks for patient orders
- Oversee complete pharmaceutical care of our patients
- Take ownership of pharmacy problems and see challenges through to resolution
- Build and maintain positive relationships with prescribers, patients and teammates
- Responsible for periodic educational presentations at Worldlink Medical events, and for Sales, the pharmacy team, patients and others, as needed by Innovations Group, Inc.
- Demonstrate mastery of USP practices, including testing of preparations
- Responsible for creating and editing compound logs
- Add new compounds/medications into all software systems
- Responsible for being compliant with all state pharmacy laws
- Work with Director of Pharmacy to obtain RPh licensure in select states as directed, as part of company's license redundancy plan, and act as PIC in any or all of these states, as need is determined
- Reports to Director of Pharmacy for all matters concerning fulfillment and compounding operations
- Responsible for opening and/or closing the pharmacy, manage pharmacy security by locking the pharmacy and setting the alarms
- Effectively use pharmacy computer systems to correct prescription entry errors, as well as track down appropriate pharmacy staff for additional correction and scanning
- Be familiar with how to generate/evaluate compounding reports and inform compounding of needed medications to effectively manage the "To-Do-List"
- Effectively counsel patients and doctors on medications, therapeutic recommendations, pharmaceutical compounding, etc., as well as quickly locate necessary reference materials that can facilitate more accurate and thorough responses
- Correctly take new prescriptions over the phone, ensuring that the documentation is legible and accurate under current pharmacy laws and standards

- Assist with recalled medications or products, including filling out and submitting required paperwork associated with recall
- Assist with managing pharmacy inventory to maintain compliance with state-specific requirements

**EDUCATION REQUIREMENTS/SPECIAL TRAINING, CERTIFICATIONS, SKILLS**

- Demonstrate ability to perform the essential functions of the job as outlined above
- Must have current Utah Pharmacist License in good standing
- Able to work under self-direction with dependable work ethic and urgency
- Must have good leadership skills
- Strong verbal and written communication skills
- Able to successfully prioritize and manage a wide variety of critical and/or time-sensitive job duties, and complete with a high degree of accuracy
- Strong organizational skills and detail oriented
- Demonstrate a proactive approach to identifying and resolving problems
- Pharmacy compounding experience preferred

<b>Date Reviewed</b>		
<b>Employee Name/Signature</b>		
<b>Manager Name/Signature</b>		