

Job Description Form



Division/Department	MedQuest Pharmacy
Position Title	PRN (Relief) Pharmacist
Reports To Title	Pharmacy Fulfillment Services Manager

GENERAL DESCRIPTION

The primary responsibility of the PRN (Relief) Pharmacist is to provide comprehensive pharmaceutical care to MedQuest patients and providers through application of USP <795> guidelines, research and teaching, on an as-needed basis. The PRN Pharmacist will also ensure accuracy when performing all duties associated with the dispensing of pharmaceuticals, provide customer service to patients and healthcare professionals, and provide leadership and guidance to support staff.

POSITION FUNCTIONS

Day-to-day Operations

- Ensures the daily workload of checking prescriptions, handling phone calls, organization of pharmacy 'To-Do List', and other tasks are effectively executed in a timely fashion
- Takes ownership of daily challenges and sees them through to resolution
- Reviews prescriptions issued by prescribers or other authorized agents for legality and appropriateness
- Reviews prescriptions for accuracy including proper dosing, instructions and drug interactions
- Properly follows and ensures compliance with federal and state pharmacy laws
- Responsible for final verification of patient orders, including ensuring the presence of valid prescriptions and that all medications are appropriately labeled and dispensed
- Effectively counsels patients on medications, expected course of therapy, therapeutic recommendations and pharmaceutical compounding, and can quickly locate necessary reference materials to facilitate more accurate and thorough responses
- Complies with all security and loss prevention procedures including setting alarm, securing safe and locking pharmacy doors
- Effectively handles and reports patient and/or prescriber complaints, including patient incident reports as applicable
- Responsible for reviewing PRN folders at the start of each shift to ensure updated information on policy and/or procedures changes, as well as updates on pharmacy laws and regulations

Building Relationships

- Builds and maintains positive relationships with coworkers, prescribers and patients
- Collaborates with all departments within MedQuest Pharmacy and Innovations Group

Knowledge/Skills/Abilities

- Maintains current knowledge of USP <795> and all practice-relevant chapters
- May be responsible for checking compounded preparations in accordance with company SOPs
- Understands and is aware of accountability for any and all actions and accepts feedback regarding performance and behavior
- Effectively utilizes pharmacy software to ensure accuracy in prescription entry
- Understands pharmacy's current inventory and is familiar with the process for receipt of

compounded preparations and manufactured products <ul style="list-style-type: none"> • Understands procedures and process on pulling outdated, damaged and recalled medications as per company SOP
EDUCATION REQUIREMENTS/SPECIAL TRAINING, CERTIFICATIONS, SKILLS
<ul style="list-style-type: none"> • Bachelors of Science in Pharmacy or Doctorate of Pharmacy from an accredited school of pharmacy • Current Pharmacist license in the State of Utah • Current licensure to dispense controlled substances in the State of Utah • 1-2 years of previous experience working as a Pharmacist preferred • Ability to work under self-direction with dependable work ethic and sense of urgency • Strong written and oral communication skills • Demonstrates a proactive approach to identifying and resolving problems

Date Reviewed		
Employee Name/Signature		
Manager Name/Signature		