



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position: Pharmacy Director

Location: Lac Courte Oreilles Community Health Center

Hours: Monday through Friday 8:00am-4:30pm

Salary Range: Negotiable

Posting Date: August 3, 2023

Closing Date: August 16, 2023

Description of Position:

The Pharmacy Director works directly with patients and dispenses medications and provides education on medications prescribed. The Lac Courte Oreilles Community Health Center Pharmacy Director will work closely with prescribing providers to assure patient safety and satisfaction. Promote the Medical Home Model for patient care. The Pharmacy Director will supervise all other pharmacists and pharmacy technicians in the pharmacy department.

Qualifications:

- Licensed Pharmacist in the state of WI
- 4 years experience in medical setting preferred;
- Possess basic computer skills;
- Experience in the Electronic Health Record
- Possess strong oral presentation skills;
- Must be loyal and ethical individual;
- Be able to pass a background check
- Be able to pass pre-employment and random drug testing
- Valid WI driver's license
- Vehicle Insurance

- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations.

Major Duties and Responsibilities:

- Supervise all Pharmacy Department staff.
- Participate on assigned committees; Continuous Quality Improvement or any other assigned.
- Complete monthly, quarterly, and annual reports or as assigned.
- Review prescriptions to assure accuracy.
- Provide information and advice regarding drug interactions, side effects, dosage and proper medication storage.
- Maintain records, such as pharmacy files, patient profiles, charge system files, inventories, control records for radioactive nuclei, and registries of poisons, narcotics, and controlled drugs.
- Compound and dispense medications as prescribed by doctors and dentists, by calculating, weighing, measuring, and mixing ingredients, or oversee these activities.
- Plan, implement, and maintain procedures for mixing, packaging, and labeling pharmaceuticals, according to policy and legal requirements, to ensure quality, security, and proper disposal.
- Provide Medication Therapy Management to aim to optimize drug therapy and improve therapeutic outcomes for patients.
- Provide medications and counseling to assist patients in smoking cessation.
- Monitor the on-going process to ensure patients are compliant with their Controlled Substance medication monitoring. Check the WI Prescription Drug Monitoring Program to ensure patients are not receiving controlled substances from an outside provider.
- Help in the Continuous Quality Improvement Projects as needed and directed.
- Synchronize patients medications so patient only has to come back to the pharmacy once a month.
- Collaborate with Providers to have an Anticoagulation Clinic
- Teach pharmacy students serving as interns in preparation for their graduation or licensure.
- Advise customers on the selection of medication brands, medical equipment and health-care supplies.
- Provide specialized services to help patients manage conditions such as diabetes, asthma, smoking cessation, or high blood pressure.
- Collaborate with other health care professionals to plan, monitor, review, and evaluate the quality and effectiveness of drugs and drug regimens, providing advice on drug applications and characteristics.
- Monitor refrigerator temperatures.
- Incorporate the Medical Home Model approach for patient care.
- Reporting of Adverse Incidents.

- Perform other duties as assigned by the Health Director.

Supervision and Guidance:

The Pharmacy Director will work under the direct supervision of the Health Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest

Resume

Credentials

Proof of any stated Qualifications

Three (3) current letters of recommendation

Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
715-638-5132
715-634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

07/31/2023