



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Pharmacist	Open Date:	January 29, 2020
SLT Program:	Spirit Lake Health Center	Close Date:	Until Filled

Position Summary: This position is responsible for compounding and dispensing prescribed medications, drugs, and other pharmaceuticals to provide the highest quality pharmaceutical care to SLHC patients. Work is performed and duties are carried out in accordance with established policies, procedures, and SLHC core values.

Job Responsibilities:

- Reviews prescriptions issued by Physician, or other authorized prescriber to assure accuracy and determine formulas and ingredients needed.
- Compounds medications, using standard formulas and processes such as weighing, measuring, and mixing ingredients.
- Screen, process and dispense prescriptions: monitor lab data, drug interactions, drug duplication, therapeutic outcomes and compliance. Works with providers to develop treatment plans.
- Directs pharmacy employees engaged in mixing, packaging, and labeling pharmaceuticals.
- Responsible for coordination and oversight of assigned disease management clinic and/or specialty care area, including coordination, facilitation, education, patient care, testing, assessment, protocol review, maintenance, monitoring and reporting.
- Answers questions and provides information to pharmacy customers on drug interactions, side effects, dosage and storage of pharmaceuticals.
- Maintains established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs.
- Enters data such as patient name, prescribed medication and cost, to maintain pharmacy files, charge system, and inventory.
- Assays medications to determine identity, purity, and strength.
- Arrange schedules for the arrival of students and ensures proper paperwork and training has been completed. Mentor students on chart review, medication/case management presentations, and counseling techniques.
- Instructs interns and other medical personnel on matters pertaining to pharmacy.
- Facilitates the SLHC pharmacy related committees as directed.
- Serves as Pharmacy Clinical Application Coordinator/Pharmacy Informaticist as directed.
- Serves as Pharmacy Narcotics Officer/CSOS Coordinator as directed.
- Serves as point of contact for Prescription Drug Monitoring Program (PDMP) for SLHC and submits data as required.
- Maintains current knowledge of and complies with federal, state and local regulations affecting

areas of responsibility.

- Maintain effective, collaborative interdepartmental and external relations.
- Must comply with federal laws and regulations as required by the Health Insurance Portability and Accountability Act (HIPAA).
- Performs related duties.

Knowledge required at a level appropriate for this position:

- Knowledge of federal, state and local regulations affecting areas of responsibility.
- Knowledge of current pharmaceutical practices and principles including: pharmaceuticals, disease states, and treatment guidelines.
- Knowledge of available vaccinations, age requirements, and administration protocols.
- Knowledge of medications and code emergency medications.
- Knowledge of exposure control including blood borne pathogens and respiratory protection protocols.
- Skill in establishing priorities and organizing work.
- Skill in dealing with the public.
- Skill in oral and written communication.
- Skill in interpersonal relations.
- Skill in use of job related equipment and diagnostic tools.
- Skill in use of personal computer and a variety of job related software applications.

Supervisory Controls

The supervisor assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results. Work is reviewed through conferences, reports, and observation of SLHC patient outcomes.

Guidelines

Guidelines include state and federal laws, and regulatory agency requirements including: DEA, Federal Pharmacy Law, and North Dakota Pharmacy Law. Spirit Lake Tribe and SLHC policies and procedures, including but not limited to ASP Guidelines and clinic policies. These guidelines require judgment, selection and interpretation in application.

Complexity/scope of work:

This position consists of clinical and administrative duties. The varied scope of responsibility and continuous changes healthcare and treatment options contributes to the complexity of the work.

The purpose of this position is to deliver the highest quality of pharmaceutical care to SLHC patients. Successful performance helps ensure the overall effective and efficient operation of the pharmacy and SLHC resulting in improved patient outcomes.

Contacts

Contacts are typically with clinical providers, patients, department directors, other employees, and the

general public.

Contacts are typically to give and exchange information, provide patient care, and provide assistance.

Physical Demands/Work Environment

The work is typically performed standing or sitting. The work is typically performed in an office, or clinic setting which requires normal safety precaution for infection control and environmental safety measures. The work environment is usually noisy.

While performing the duties of this job, the employee is regularly required to stand and sit; use hands and fingers to manipulate, handle, or feel; and, talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk and stoop, kneel, or crouch. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move heavier items. Must distinguish between colors and have sense of smell.

Supervisory and management responsibility

This is a non-supervisory position that may provide functional direction, guidance and instruction to other employees.

Minimum Qualifications:

- Doctor of Pharmacy degree from an approved school of pharmacy, or a Bachelor's Degree in Pharmacy with 2 years of clinical experience.
- Current licensure to practice pharmacy in the State of North Dakota.
- Current BLS certification for health care providers.
- Must successfully pass a criminal and background check and a pre-employment drug screen.

Job Location:	Spirit Lake Health Center Pharmacy Department	Company Industry:	Spirit Lake Health Center
Job Role:	Pharmacist		
Employment Status:	Full- time	Supervision	Director of Allied Health
Salary Range:	DOQ	Manages Others:	no
Number of Vacancies:	1	Other:	

More detailed job description can be picked up in the Human Resource Department for this opening.

Please Send Application to:

Name:	Spirit Lake Tribe Human Resource Department	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties.		

	<p>Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.</p>
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