



# WEST OAKLAND HEALTH COUNCIL

## HUMAN RESOURCES DEPARTMENT

700 Adeline Street, Oakland, California 94607

Phone (510) 302-3725

Fax (510) 836-7795

# JOB DESCRIPTION

## Staff Pharmacist

**DEPARTMENT:** Pharmacy

**PROGRAM:** Pharmacy

**POSITION:** Staff Pharmacist

**REPORTS TO:** Chief of Pharmacy

**SALARY:** \$81,679.72/Yrly.

**DEFINITION:** Under the general supervision of the Chief of Pharmacy, the Staff Pharmacist dispenses medications and other pharmaceutical supplies to fill written prescriptions issued by Physicians, Dentists, and other qualified prescribers.

### QUALIFICATIONS:

1. Possession of a Doctorate in Pharmacy from an accredited school of Pharmacy.
2. Possession of a license as a Registered Pharmacist issued by the State of California.
3. One to two years experience as a Pharmacist.
4. Must be effective in oral and written communications.
5. Must possess the ability to work with automated prescription systems.
6. Employees who drive their personal vehicles for the West Oakland Health Council, Inc. purposes, must maintain a current California Drivers License, liability of insurance, and provide regular maintenance on their vehicles.
7. Applicants must be drug free during working hours and free of illicit substances at all times. Recovering individuals must be clean and sober for at least 2 years.

**EXAMPLE OF DUTIES:**

1. Pharmacology, therapeutics, and pharmaceuticals.
2. Ambulatory pharmaceutical care.
3. Federal and State laws pertaining to dispensing and use of pharmaceuticals, controlled drugs and poisons.
4. Computer technology; familiarity with advance pharmacy computer systems/MIS (Management Information Systems).
5. Purchasing and inventory control; involvement in drug product selection.
6. Medication distribution systems.
7. Healthcare systems.
8. Ability to monitor drug therapy of patients and recognizes significant drug interactions.
9. Ability to maintain accurate records as mandated by Federal and State laws.
10. Review the work of Pharmacy personnel.
11. Communicate and interacts effectively with patients and clinic personnel.

**NOTE:** The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification necessarily performs not all duties listed.

12. Compounds, prepares, packages and dispenses drugs and pharmaceuticals according to federal and state law requirements.
13. Supervises Pharmacy Technician(s) and other support staff.
14. Receives new prescription orders orally from prescribers or other persons authorized by law.
15. Consults with patients or his/her agent regarding prescriptions, either prior to or after dispensing, or regarding any medical information contained in patients' medication record system or patients' chart, as mandated by OBRA regulations.
16. Identifies, evaluates and interprets prescriptions.
17. Consults with any prescriber, nurse or other health care professional or authorized agent thereof.
18. Supervises the packaging of drugs and checks the packaging procedure and product upon completion.

**Staff Pharmacist**

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19. Responsible for all activities of pharmacy technician(s) to ensure that all activities are performed completely, safely and without risk of harm to patients.
20. Performs any other duty which federal or state law or regulation authorizes only a registered pharmacist to perform.
21. Performs other duties which are related to the above and which fall within the scope of Staff Pharmacist classification.
22. Treats all patients'/clients' with respect and courtesy; respects the patients'/clients' rights to confidentiality and works cooperatively with other members of professional and non-professional staff.

**GENERAL REQUIREMENTS:**

1. Attends work regularly and punctually; is readily accessible during work hours to peers; limits absences from own duty stations and limits visits and activities which distract others from their performance of duties.
2. Works cooperatively with immediate supervisor, with department members, and with other Council staff persons, as required
3. Treats all patients / clients / visitors with respect and courtesy.
4. Remains competent in skills required for position.
5. During the initial thirty (30) days of employment, becomes and remains knowledgeable about and in compliance with the Council's and Department policies and procedures in the following areas:
  - a. Confidentiality of patient / client / fellow employee and supplier records
  - b. Patient's rights and responsibilities.
  - c. Professional and business ethics.
  - d. Continuous quality and improvement.
  - e. Safety and security of person and property.
  - f. Infection control.
  - g. Hazardous materials and waste.
  - h. Life safety and emergency preparedness.
6. Maintains a working knowledge about and in continued compliance with all of those areas listed under item (5) throughout your employment with the Council.
7. Provides care appropriate to the age of the patients / clients / visitors served.

**APPLY:**

WEST OAKLAND HEALTH CENTER  
HUMAN RESOURCES DEPARTMENT  
700 ADELIN STREET  
OAKLAND, CA 94607

**CLOSING DATE:**

**UNTIL FILLED**

**ONLY ORIGINAL (BLUE FORM) APPLICATIONS ARE ACCEPTED.**

**W.O.H.C. IS AN EQUAL OPPORTUNITY EMPLOYER**