

LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

LVDHC HUMAN RESOURCES

P.O. Box 9, N5241 Hwy 45 Watersmeet, MI. 49969

Phone: 906-358-4587 Fax: 906-358-4118



JOB DESCRIPTION

POSITION:	Supervising Clinical Pharmacist
LOCATION:	LVD Pharmacy, located within American Indian Health and Family services, Detroit, MI
SUPERVISOR:	Health Director
EMPLOMENT:	Full Time - Exempt
SALARY/PAY RATE:	Based Upon Experience and Qualifications
UPON HIRE:	• PTO • Dental • Vision • Health Insurance

DESCRIPTION:

The Supervising Clinical Pharmacist provides clinical oversight and supervision within the pharmacy program. This position leads medication utilization review, formulary management, and prescribing guideline support; monitors medication-related outcomes, adverse events, and errors; and provides education and consultation to medical staff on evidence-based prescribing, alternative drug therapies, and risk mitigation. The Pharmacy Clinical Supervisor supports safe, effective, and compliant medication use while assisting with the day-to-day supervision of pharmacy staff and clinical pharmacy services.

RESPONSIBILITIES:

- Organizes and directs a comprehensive program of Pharmacy services at LVD Pharmacy.

- Directly responsible for administrative, management, and clinical functions of the Pharmacy.
- Assure the clinical aspects of the pharmacy are an integral part of the total scope of services offered by the LVD Pharmacy.
- Establish and maintain a strong cooperative relationship with other management team members and departments of the organization.
- As a member of the management team, will provide input for program development and budget planning to the other team members.
- Leads medication utilization review activities to support safe, effective, and evidence-based prescribing.
- Supports formulary management, including review of medication use patterns, prior authorization criteria, and therapeutic alternatives.
- Monitors medication-related outcomes, adverse drug reactions, and medication errors, and recommends corrective or preventive actions.
- Responsible for monitoring the income and expenditures of the pharmacy and keeping the other team manager informed of the financial status of the overall program.
- Develop the pharmacy's strategic planning and budget process.
- Develop, coordinate, evaluate and supervise the Pharmacy staff.
- Develop, communicate, annual review, and update pharmacy policies and procedures when necessary.
- Develop and document the training and skills assessments of pharmacy staff for the tasks performed.
- Understand and effectively manage the pharmacy's management information system.
- Develop, collect, maintain, monitor, and monthly provide the management team with appropriate operational statistical reports of services delivered (i.e. number of prescriptions filled, sales volume, profitability, third part rejection patterns, and information regarding the relationship between costs, charges, and reimbursement levels by payer type).
- Establish billing and pricing procedures for the pharmacy subject to approval of the Health Director and Tribal Council.
- Establish and assure the medication dispensing process is controlled and the medications are dispensed to patients in accordance with existing laws and standards of practice.
- Establish and maintain an effective inventory control system.
- Maintain regulatory compliance with government 340(B) purchasing and dispensing.
- Provide written reports and recommendations regarding Pharmacy to the management team and Health Board monthly.
- Establish and maintain effective communication within all levels of the organization.
- Supervises all pharmacy staff.
- Perform other duties as assigned by the Health Director.

MINIMUM QUALIFICATIONS:

- Must be licensed to practice pharmacy in the State Michigan.

- Medication Therapy management certification is necessary.
- Demonstrate professional ethics regarding punctuality, responsibility, and reliability.
- Common sense, good judgement in decision making required.
- Must have excellent oral and written communication skills.
- Minimum of three -five years of experience in pharmacy preferred.
- Experience providing clinical supervision, mentoring, or lead pharmacist functions.

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Fast paced with occasional high pressure or emergent situations
- May wear PPE such as gloves or a mask
- Frequent interaction with a diverse population including team members, providers, patients, insurance companies and other members of the public
- Frequent sitting, standing, walking, reaching, grasping, carrying, and speaking
- Occasional bending, stooping, lifting less than 20 pounds
- Lifting, carrying, pushing, and pulling up to 50 pounds, with assistance if needed
- Frequent use of computer, keyboard, fax and copy machine, and telephone

This position is considered a sensitive position and is subject to drug and alcohol testing. All offers of employment are conditional based on the applicant submitting to and successfully passing a drug and alcohol screen which includes THC and future random drug testing in accordance with LVDHC's testing procedure.

Preference will be given to qualified individuals of American Indian descent.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position.

Lac Vieux Desert Health Center Mission Statement: The Lac Vieux Desert Health Center strives to provide excellence in health care and to inspire a culture of wellness.

Date Approved by the Tribal Council: 6/9/2020

LVD Health Center
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SIGNED: _____ DATE: _____