

## JOB ANNOUNCEMENT (INTERNAL/EXTERNAL)

### POSITION INFORMATION

**Job Title:** Pharmacist  
**Division:** Ancillary Services **Department:** Pharmacy  
**Reports to:** Director of Pharmacy / Lead Pharmacist **Classification:** Regular, Full Time  
**Opening Date:** January 25, 2019 **Closing Date:** TBD

### ANTICIPATED WORK SCHEDULE

*(Hour of operation and schedule subject to change)*

**Department Hours of Operation** 24 hours per day, 7 days per week

**Schedule** Schedule is subject to change dependent on rotational shifts and hours of operation

### BASIC PURPOSE OF THE JOB

Responsible for the filling and dispensing of medication orders including the proper handling, usage, and storage of drugs in the pharmacy. Maintains standards set by the department and translates policies and procedures into the daily operation of the pharmacy. Maintains compliance with federal, state and local laws and regulations, accrediting body standards and GRMC Policy and Procedures (P&P), including compounding of sterile and non-sterile preparations. Responsible for acting as an information resource to patients, physicians, nurses, and other healthcare professionals regarding medication therapy and drug related information and literature. Plans and organizes work schedule of supportive personnel and pharmacists, as required. Maintains licensure and continuing education to practice pharmacy in Guam. Participates in performance improvement, quality assurance and in-service activities per P&P. Communicates appropriately with all members of the healthcare team. Performs other duties as directed by Director of Pharmacy.

### QUALIFICATIONS

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| <b>Minimum Education</b>                        | <ul style="list-style-type: none"><li>Requires bachelor's degree in pharmacy, and MS or PharmD</li><li>Current Pharmacist license from the Territory of Guam</li></ul>      |
| <b>Minimum Work Experience</b>                  | <ul style="list-style-type: none"><li></li></ul>  |
| <b>Required Skills, Knowledge and Abilities</b> | <ul style="list-style-type: none"><li>Strong professional, organizational, and interpersonal skills to effectively relate with all members of the healthcare team</li></ul> |

### OVERVIEW OF JOB RESPONSIBILITIES

- Ensures the right patient receives the right drug at the right dose administered by the right route at the right time. Reviews, researches and completes medication error events in a timely manner.
- Chemotherapy:** Ensures the right patient receives the right drug at the right dose administered by the right route at the right time. Adheres to chemotherapy standard procedure strictly. Uses proper needless systems. Properly labels products and ensures waste documentation is completed and certified. Patient lists are reviewed and stock is ordered.
- Handles controlled substances per departmental policy/procedure, DPHSS DEH and federal laws.
- Supervises technical staff to ensure completion of daily work.
- Uses good judgment and makes good decisions when confronted with problems.
- Effectively performs all pharmacy clinical functions.
- Provides accurate and timely drug information when requested.
- Completes performance improvements work (MUEs) in a timely manner.
- Completes assigned projects accurately and in a timely manner.
- Responsible for interpretation of medication orders (verbal and written) for accuracy and appropriateness, informing prescriber of any errors, omissions, or discrepancies, and based on an evaluation of the patient's condition, suggest appropriate or alternate drug therapy to prescriber. Transcribes verbal orders (and written orders) to computerized patient medication profiles accurately. Maintains accurate, complete patient medication profiles.
- Assists with pharmacokinetics consult service, drug dosing per organizational protocol, drug monitoring, and all clinical programs.
- Detects and reports suspected adverse drug reactions and medication errors accurately and in a timely manner.
- Sustains the formulary by minimizing non-formulary procurements, utilizing therapeutic substitution protocols, and promoting rational medication therapy selection.

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14. Demonstrates competency in all automation used by the pharmacy. Reports can be generated in a timely manner on C2 safe or Medstation. Identifies problems and resolves issues.
  15. Assists other pharmacy staff members, pharmacists and technicians with duties that need to be completed at all times.
  16. Checks all oral unit dose and sterile batch preparations in a timely manner. Completes all logs. Checks unit dosed products prior to the departure of the technician to ensure that issues or questions can be resolved without delay.
  17. Compounds medications using standard formulas and processes, such as weighing, measuring, and mixing ingredients. Ensures that all batch manufacturing logs are completed.
  18. Monitors all postings onto the patient profiles in order for accuracy, drug allergies, drug interactions, duplicate therapy, rational drug therapy and incompatibilities to be realized and better patient care received.
  19. Checks patient medication prior to delivery to patient care areas to ascertain that the correct drug, dosage form, schedule and strength is being dispensed. Signs labels and paperwork.
  20. Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors. Supports and maintains a culture of safety and quality.
  21. Prepares IV admixtures and extemporaneous parenteral products under aseptic conditions. Ensures that proper garbing and aseptic technique is followed by pharmacy technicians. Ensures that products are prepared and labeled according to standard operating procedures. Ensures reconstitution guidelines follow manufacturer guidelines. Ensures multiple dose products are labeled with 28 day beyond use date. Uses single dose vials according to guidelines. Demonstrates compliance and knowledge of USP <797> and <795>.
  22. Directs Pharmacy Department staff engaged in admixing, packaging, and labeling pharmaceuticals.
  23. Answers questions and provides information to physicians, nurses, patients, and other healthcare professionals on the appropriate use of medications, drug interactions, side effects, dosage, storage, etc.
  24. Assists in teaching programs (departmental, medical, nursing, community). Presents one presentation to staff during staff meetings annually. Completes staff competency annually.
  25. Endorses policies and procedures of the department and of the hospital.
  26. Ensures maintenance and proper operation of equipment and supplies in the work areas.
  27. Maintains established procedures concerning quality control, security of controlled substances and disposal of hazardous waste. Follows guidelines for pharmaceutical waste. Assists nursing staff or pharmacy staff with resolution regarding controlled substance or pharmaceutical waste issue.
  28. Enters data into the computer system (Allscripts), such as patient, prescribed medications and cost, and maintains patient profiles and charge system.
  29. Instructs students and other medical staff on matters pertaining to the Pharmacy Department.
  30. Reviews and monitors drug therapy that requires dosing adjustments as authorized by the physician.
  31. Provides pharmaceutical care to all ages of patients from newborns to the elderly. Understands that there are dosage variations between newborn, pediatric, adult, and geriatric patients, and knows where to find appropriate information.
  32. Treats patients and their families with respect and dignity. Identifies and addresses psychosocial, cultural, ethnic, and religious/spiritual needs of patients and their families.
  33. Assists the Director of Pharmacy on special assignments.
  34. Supervises at least one to four members of the Pharmacy Department staff on a daily basis.
  35. Assists the Director of Pharmacy with responsibilities in accordance with the organization's mission, policy and any applicable laws.
  36. Interviews and assists in the hiring process. Trains staff, plans, assigns, and directs work, addresses complaints and resolves problems.
  37. Reads, analyzes, and interprets pharmacy-related journals.
  38. Responds to common inquiries or complaints from customers, regulatory agencies or members of the hospital staff.
  39. Writes articles for publication and effectively presents information to management, medical staff, hospital staff and public groups. Contributes to P&T committee meeting or other hospital committee meeting.
  40. Applies mathematical operations to such tasks as dosage calculations, formulation of pharmaceutical preparations and data analysis.
  41. Ensures that pharmaceutical preparations are sterile, properly packaged, labeled and stored, and not outdated.
  42. Ensures compliance with USP<797> and USP<795>.
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43. **Is responsible for professional development. Maintains license, certification and completes continuing education as required for pharmacist licensure.**
  44. **Performs assigned quality control activities on schedule. Completes narcotic audits. Completes monthly narcotic report comparing receipt to receive as directed by Director. Identifies issues and performs additional reports if needed. Completes documentation and reviews with Director.**
  45. **Performs assigned training activities successfully and on schedule.**
  46. **Maintains professional, helpful, and courteous relationship within the department and with other departments.**
  47. **Represents the organization in a positive and professional manner.**
  48. **Adjusts schedule to meet the needs of the organization.**
  49. **Maintains regulatory requirements, including all federal, state, local regulations and accrediting organization standards.**
  50. **Adheres to hospital policy pertaining to cell phones.**
  51. **Attends at least 80% staff meetings annually, reads and returns all monthly staff meeting minutes.**
  52. **Actively participates in performance improvement and continuous quality improvement (CQI) activities.**
  53. **Complies with all organizational policies regarding ethical business practices.**
  54. **Communicates the mission, ethics, and goals of the facility, as well as the focus statement of the department.**
  55. **Responsible for ensuring the correct labeling of medication containers, including expiration date and time if applicable.**
  56. **Responsible for the development, preparation, and compounding of special dosage forms of drugs not commercially available.**
  57. **Assumes "lead pharmacist" responsibilities as required, for the coordination of weekend and evening shifts which include supervising the part-time pharmacists and supportive personnel, assigning work and delegating tasks and responsibilities, and for handling problems that arise during the absence or unavailability of the director of pharmacy services.**

\*Complete job description provided upon employment

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