

**Pharmacist**  
Role: 001LA3 - Pharmacist

**A Day in the Life:**

The essential functions of this role are as follows:

- Fill and dispense prescriptions.
- Conduct pharmacy audits.
- Prepare, compound, and process drugs to be used for medical purposes in light of special needs or limitations of patients.
- Prepare drugs for mailing to out-patients and/or outdated drugs to pharmaceutical houses.
- Supervise and train staff assigned to pharmacy.
- Review prepared unit dosages and ensures their accuracy.
- Maintain a special accounting of dangerous drugs, controlled substances, and chemicals in accordance with legal security requirements and accepted hospital operational standards.
- Prepare a variety of drug and activity reports.
- Request and ensure appropriate storage of pharmaceuticals and supplies.
- Assume responsibility of Chief Pharmacist in their absence.
- Assist in preparation and maintenance of comprehensive pharmacy procedure manuals.
- Comply with departmental and hospital policies and procedures.
- May have on-call responsibility outside of regularly scheduled work hours.

The job profile is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**What You'll Need for Success:**

You must meet the following requirements to be considered for employment:

- Licensed Pharmacist in the State of Indiana.
- Ability to acquire permits required by Indiana and federal regulations.
- Ability to demonstrate knowledge of the principles, theories, and practice of pharmaceutical and medical sciences.
- Extensive knowledge of the regulations of the Indiana Board of Pharmacy and the local hospital policies in dispensing of drugs and chemicals.
- Specialized knowledge of dispensing drugs and chemicals and new developments in the pharmaceutical sciences.
- Ability to prepare pharmaceutical products with accuracy.
- Ability to supervise and train pharmacy support staff.
- Ability to prepare detailed, statistical reports.
- Effective communication skills.

**Supervisory Responsibilities/Direct Reports:**

This role may be utilized in a supervisory capacity based on agency needs.

**Difficulty of Work:**

Work involves difficult techniques of analysis due to the complexity in compounding and or preparation of drugs; thus, requiring sustained attention and concentration in work activities. Procedural guidelines, for the most part, constitute established methodology within the discipline. Judgment is important in the selection and application of procedures to individual situations when established methods prove inadequate to meet patients' needs. The Pharmacist must use and exhibit interpersonal skills at all times.

**Responsibility:**

Responsible for the accurate and timely delivery of medications. The Pharmacist provides all associated documentation for medical prescriptions to ensure all judgmental aspects of medication management are performed successfully.

**Personal Work Relationships:**

Partnership with relevant public agencies, federal, state & local governments and/or community leaders may be required.

This individual will be expected to partner with agency personnel and related stakeholders working towards completion of assigned functions. Exceptional customer service is provided to agency partners and/or the general public.

**Physical Effort:**

Depending on the duties performed or environment setting, frequent walking, standing, climbing stairs or ladders, bending, stooping, pushing, pulling and/or similar movements may be involved.

This role requires the ability to lift/transport items up to 50 lbs with or without the assistance of equipment.

This role requires keen observational and hearing skills to stay alert for possible dangerous situations.

**Working Conditions:**

There is potential for exposure to hazardous materials on site and/or in the lab.

This role performs work in a laboratory setting according to safety procedures.

There is potential for exposure to infectious diseases in this role.

Operations may require this role to be available after hours (on-call) and/or work rotating shifts, evenings and weekends, or irregular hours.

This role may experience periods of high stress and/or pressure.

This role requires the appropriate use of Personal Protective Equipment (PPE) when necessary.

### **Competencies**

- Driving for Results
- Critical Thinking
- Demonstrating Initiative
- Displaying Technical Expertise

### **Last Updated (By and Date)**

L.Byrd 6.22.22

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