



Clínica Msr. Oscar A. Romero Community Health Centers
Job Announcement

Position Title: Pharmacy Director
Department: Pharmacy
Status: Full Time
Starting Salary: Commensurate with experience plus excellent benefits
Department: Medical Director
Cover Letter To: Human Resources, Sandra Rossato
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123 Alvarado Street, Los Angeles, CA 90057

Summary: Primary responsibilities include planning, directing and administration of pharmaceutical activities and supervising the pharmacy technicians and pharmacy clerks. The Pharmacy Director will be directly responsible for compounding and dispensing medications, following prescriptions issued by Physicians, Dentists, or other medical practitioners. Other responsibilities include in-service training of pharmacy staff, consulting and advising staff in the interpretation of new or revised orders of medication, alerting nursing staff of possible side effects and addressing general concerns pertaining to any medication as the need arises. Other responsibilities include, but are not limited to, maintaining proper logs and records as required by Local, State and Federal regulations. Also, the Implementation of pharmacy programs and collects data and generates reports as needed regarding pharmacy programs. Pharmacy Director will work closely with the Finance Director to prepare annual departmental budget; will order and maintain the supply of drugs, chemicals and other pharmaceutical stock insuring specified quantity and potency of materials for medical use; will oversee the dispensing of medications at other Clínica Romero's sites. This position reports to the Medical Director.

Job Responsibilities:

- Prepares and dispenses medication in order to fill Physicians' prescriptions; weighs, measures and mixes drugs and other medicinal communes, filling bottles or capsules with the correct medication.
- Counsels patients on prescriptions; provides information to patients and to medical and nursing staff regarding medications.
- Reviews prescriptions for accuracy, dosage and possible toxicity or interaction effects; supervises and inspects all prescriptions filled by the pharmacy technician or other pharmacists.
- Provides information to the pharmacy and/or nursing staff on potential drug interaction and potential adverse drug reactions.
- Advises the medical/nursing staff regarding proper storage for prescription medication.
- Stores and preserves biologicals, vaccines, serums, and other drugs subject to deterioration, utilizing refrigeration and other methods.
- Orders and maintains the supply of drugs, chemical and other pharmaceutical stock
- Insures the specified quantity and potency of materials for use.
- Will Hire, train, supervise and evaluate pharmacy staff.
- Maintains appropriate files and records in accordance with Local, State, and Federal regulations.
- Prepares quarterly reports and other reports as directly required by the Medical Director and other Administrators including the annual financial budget report.
- Is responsible for the direct procurement of all medication, preparations, and general supplies for the pharmacy, acknowledging and maintaining receipt, disposition, and inventory maintenance of all medications and other pharmaceutical supplies.
- Attends meetings, in-service trainings, activities, fire drills, etc as required in the scope of the assigned duties.
- Performs other related duties as assigned or requested.

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Boyle Heights/East Los Angeles: 2032 MARENGO ST., LOS ANGELES, CA 90033. TEL: 323 987-1030, FAX: 323 221-4528

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Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Advanced Knowledge of applicable Federal, State and Local requirements for a Federally Qualified Community Health Center
- Ability to compound pharmaceutical preparations from Physician's prescriptions.
- Ability to plan, develop and administer pharmaceutical duties.
- Ability to supervise activities of subordinate personnel.
- Ability to attend to detail with accuracy, maintaining appropriate records, inventory files and reports in accordance with standards set forth by regulation.
- Ability to read, analyzes, and interpret complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write reports and other items using original or innovative techniques or style.
- Ability to effectively present information and respond to questions from groups of managers, clients, funders, or others.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals and the ability to apply such concepts to situations.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions dealing with abstract and concrete variables.
- 13. Ability to teach students and provide training to staff.
- 14. Ability to plan, implement, monitor and evaluate programs.
- 15. While performing the duties of this job, the employee is required to use a computer. Good knowledge of PC operations and software (Word processing and spreadsheet) are required. Good typing skills are also required.

Education and/or Other Requirements:

- Registration as Licensed Pharmacist in the State of California
- Five years of experience as a registered pharmacist in a Health Care Facility
- Formal training, knowledge and skill equivalent to the completion of the pharmacy course from an accredited school of Pharmacy
- Experience of at least one year in a Federally Qualified Health Center (FQHC)

Physiological Factors:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms and talk or hear.
- Performs repetitive motions including bending, twisting, stooping, pushing and pulling.
- Employees in this position must be able to regularly lift up to 10 pounds.
- Specific vision abilities required by this job include color vision, close vision, depth perception and ability to adjust focus.

Psychological Factors:

- Ability to maintain pleasant working relationships.
- Ability to perform multiple tasks simultaneously.

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