



## Klamath Tribal Health & Family Services

3949 South 6<sup>th</sup> Street  
Klamath Falls, OR 97603

Phone: (541) 882-1487 or 1-800-552-6290

HR Fax: (541) 273-4564

OPEN: 0 /15/24  
UNTIL FILLED

EXEMPT  X   
NON-EXEMPT      

### POSITION DESCRIPTION

**POSITION:** CLINICAL STAFF PHARMACIST

**RESPONSIBLE TO:** Pharmacy Director

**SALARY:** Step Range: 53 (\$128,178) – 72 (\$224,761); Full Benefits

**CLASSIFICATION:** Professional, Regular, Full-Time

**LOCATION:** Klamath Tribal Health & Family Services  
Wellness Center, Chiloquin, OR

**BACKGROUND:** Comprehensive

### POSITION OBJECTIVES

The Clinical Staff Pharmacist will provide quality pharmacy services, collaborating with primary care physicians and staff to improve the health of our patients. Duties include delivery of medication to patients, patient education, ensure appropriate drug selection, formulary management, patient management and assist with supervising ancillary staff members. The Clinical Staff Pharmacist will also continually work to develop patient care programs that will serve the best interest of our patients. The Clinical Staff Pharmacist will strive to improve patient care and service for individuals eligible for services provided by Klamath Tribal Health & Family Services in homes, schools, clinics, alternate job sites and other community locations within the Klamath Tribes' Service Unit.

### MAJOR DUTIES AND RESPONSIBILITIES

1. Serve as a team member with the Pharmacy staff to develop and maintain Pharmacy related programs and a drug information center.
2. Maintain current knowledge of and comply with applicable state and federal laws, rules and regulations.

3. Maintain established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs.
4. Accurately compound and dispense prescribed medications, drugs and other pharmaceuticals for patient care according to professional standards and federal legal requirements.
5. Assure appropriateness of drug therapy in selected medications.
6. Contact and confer with the prescriber in a timely manner to clarify & answer questions regarding drug product selection to facilitate appropriate patient outcomes.
7. Provide consultation to all clients regarding their medication. Verify and assure that patients understand their medication and appropriate outcomes of their drug therapy.
8. Provide drug information and drug therapy consultation to patient, and ancillary staff/departments.
9. Consult with health care practitioners to establish high quality patient drug therapy plans & outcomes.
10. Manage therapy for detected patients when drugs are the primary method of treatment.
11. Assure availability, preparation and control of medications.
12. Utilize inventory control principles to establish/ensure appropriate cost effective asset management.
13. Assist with directing workflow, manage ancillary staff and ensure prescription delivery is timely and accurate. Delegate responsibilities as appropriate.
14. Assist with supervising the requisitioning and maintenance of supplies for the department.
15. Use reference materials or alternative sources of information when necessary.
16. Use Electronic Health Records suitably in the best care and management of KTHFS patients.
17. Assist in the orientation, training and education of support personnel, pharmacist and pharmacy students.

18. Make informed rational and timely decisions. Exercise independent judgment within the limits of authority. Consult with appropriate personnel in matters of uncertainty.
19. Serve as a role model by demonstrating a contemporary attitude & focusing on patient care outcomes.
20. Self identify professional deficiencies in the practice of pharmacy and take corrective measure to improve such deficiencies.
21. Influence others to strive towards organization and departmental objectives.
22. Improve patient care outcomes developing knowledge and skills in new areas of pharmacy practice as they arise through literature review, continuing education and collegial sharing of information.
23. Participate in interdisciplinary committees, drug protocol reviews and medication use evaluations.
24. Serve as member of P&T committee and provide input and/or direction.
25. Provide health promotion and disease prevention activities relating to drug use and preventive drug therapy.
26. Help implement, design and carry out patient care programs serving our patients best interests.
27. Receive training specific to the detection, correction and prevention of fraud, waste and abuse in the delivery of Medicare and Medicaid benefits. Training shall be performed within 30 days of hire and at least annually thereafter.
28. The incumbent will be called upon to accomplish other tasks within their scope of work.

### **SUPERVISORY CONTROLS**

The Clinical Staff Pharmacist works under the direct supervision of the Pharmacy Director, who provides administrative program direction. Work is assigned in terms of functional/organizational objectives. The supervisor will provide guidance with unusual situations that do not have clear precedents.

The employee plans and carries out the day-to-day activities independently, resolves problems on the basis of past precedent; exercises judgment in interpreting guidelines and applicability; adhering to professional practices and legal requirements.

The employee is subjected to a variety of situations that would require using independent judgment and discretion. Assignments are reviewed for quality and compliance with established policies and procedures.

### **KNOWLEDGE, SKILLS, ABILITIES**

Ability to maintain strict confidentiality of medical records and adhere to the standards for health record-keeping, HIPAA and Privacy Act requirements.

Skill and ability to communicate in a professional manner, both oral and written, with Klamath Tribal members; KTHFS health professionals, allied health workers, and departments; federal, state and local health agencies; general public; etc.

Must be able to participate in and promote team work; be courteous to patients, their family members, and co-workers.

Must be able to demonstrate good judgment in the ability to organize and direct workflow, manage ancillary staff and ensure prescription delivery is timely and accurate.

Must demonstrate a working knowledge of professional practice standards.

Must demonstrate knowledge and support for continuous quality improvement programs in the department and throughout the organization.

Professional knowledge and ability to apply drug utilization review.

Ability to counsel clients one-on-one on use of prescriptions, and over-the-counter drugs.

Knowledge and skill in the use of computers and various software programs.

Ability to manage inventory, including the maintenance of the controlled substance records; demonstrate working knowledge of inventory control principles to establish/ensure appropriate cost effective asset management.

Ability to fill prescriptions in a timely and accurate manner.

Knowledge and ability to extemporaneously compound medications.

Knowledge of state and federal regulations regarding the dispensation of medications.

Knowledge of diseases affecting Native Americans.

Knowledge or experience with Native American culture; preferably Klamath Tribal culture.

## **QUALIFICATIONS, EXPERIENCE, EDUCATION**

**Minimum Qualifications:** *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess current active license as Registered Pharmacist. *(For out of state applicants; Oregon Licensure required within 90 days of hire. Must submit copy of Licensure with application.)*
- **REQUIRED** to have PGY-1 Residency training and/or 2 years of applicable experience.
- **REQUIRED** to be free from exclusion from providing Federal health care benefits including Medicare and Medicaid as per the Federal OIG and GSA exclusion lists.
- **REQUIRED** to work a flexible schedule with possible evenings.
- **REQUIRED** to acquire and maintain BLS certification within 180 days of hire; strongly recommend certification within 90 days of hire, probationary period will be extended for a maximum of 180 days pending certification.
- **REQUIRED** to submit to annual TB skin testing and adhere to KTHFS staff immunization policy in accordance with the Centers for Disease Control immunization recommendations for healthcare workers.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to submit to pre-employment alcohol and drug testing and occasional random testing.
- **REQUIRED** to accept the responsibility of a **mandatory reporter** in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters.

### **Preferred Qualifications:**

- Positive working experience with Native Americans in a related field will be given preference.
- Board Certification is preferred.

- Demonstrated working knowledge of pharmacy system operations including QS/1, ScriptPro and NextGen is preferred.
- Residency training in patient centered managed care setting providing direct patient care is preferred.
- Knowledge of or involvement with the Indian Health Service P&T committee, VA purchasing programs, 340B purchasing programs is preferred.
- Experience with pharmacist billing activities, including direct billing, development and management of practice is preferred.
- Collaborative practice agreement development and/or practice under such agreement is preferred.

**Indian Preference:**

- Indian and Tribal Preference will apply, as per policy. *(Must submit tribal documentation with application to qualify for Indian Preference).*

**ACKNOWLEDGEMENT**

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

**APPLICATION PROCEDURE**

Submit an INDIAN HEALTH SERVICE ***Application for Medical Staff Appointment and/or Privileges with*** all requirements and supporting documentation to:

**Klamath Tribal Health & Family Services**  
**ATTN: Human Resource**  
**3949 South 6<sup>th</sup> Street**  
**Klamath Falls, OR 97603**  
[jobs@klm.portland.ihs.gov](mailto:jobs@klm.portland.ihs.gov)

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

Please Note: If requirements are not met, i.e., submission of a resume in lieu of a tribal application or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for “Indian Preference”.

Applications will not be returned.

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Employee Signature

Date

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Supervisor Signature

Date