



Stokes Pharmacy
TECHNOLOGY AND TRADITION

Pharmacist

Department: Operations
Reports To: President
FLSA Status: Exempt
Prepared By: Your Source, LLC
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About the Job

Stokes Pharmacy specializes in impotence, women's health, ophthalmology, sterile product, fertility, physical therapy, veterinary medicine compounding and sports health. Our pharmacists and technicians are specially trained to provide quality products that achieve the desired therapeutic outcome.

Job Description

Summary:

Assists with directing, supervising and coordinating the Pharmacy service activities for Stokes Pharmacy by performing the following duties personally or through other Customer Care Specialists and Office Support personnel.

Essential Duties and Responsibilities

Include the following and other duties may be assigned. Supports the day to day operations activities for the Pharmacy area as well as the Customer Care team. Supports the implementation strategies of the Organization and implements changes and enhancements to current business processes to improve operational efficiency.

Directs pharmacy technicians engaged in mixing, packaging, and labeling pharmaceuticals. Compounds and dispenses prescribed medications, drugs, and other pharmaceuticals for patient care, using standard formulas and processes such as weighing, measuring, and mixing ingredients. Answers questions and provides information, education and counseling to pharmacy customers on drug interactions, side effects, dosage and storage of pharmaceuticals. Maintains established procedures concerning quality assurance, security of controlled substances, and disposal of hazardous waste drugs.

Enters data such as patient name, prescribed medication and cost, maintains pharmacy files, charge system, and inventory and reviews patient profile. Checks finished prescriptions after they have been prepared by pharmacist technicians, makes calls to doctor's office for refills and questions about medications and takes incoming calls from doctors. Follows all New Jersey State Board of Pharmacy regulations and will collect or notify Management of any potential errors and/or violations.

Assess medications to determine identity, purity, and strength. Monitors work status and progress of pharmacy technicians. May assist with developing guidelines for prioritizing work activities, evaluating effectiveness, and modifying activities as necessary. Evaluates pharmacy technicians for potential pay increase. May be responsible for work assignments and daily operations.

May at times create schedules for all pharmacy technicians. Counts stock and enters data in computer to maintain inventory records. Cleans equipment and sterilizes glassware according to prescribed methods. Reviews records/paperwork for completeness, and files records in designated areas according to applicable alphabetic and numeric filing systems. May assist with other office needs, including telephone inquiries, and cashiering.

Supervisory Responsibilities

Exercises general supervision over assigned staff. Responsible for the overall direction, coordination, and evaluation of those individuals. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Some responsibilities may include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Improves processes, products and services.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Accepts feedback from others; Gives appropriate recognition to others.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Teamwork - Contributes to building a positive team spirit; Puts success of team above own interests; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; A

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities; Provides recognition for results.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Ethics - Treats people with respect; Keeps commitments and confidentiality; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Maintains professional confidence by not disclosing customer information to outsiders, including other customers or third parties and members of one's own family.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience - Bachelors degree in Pharmacy from an accredited College or University required. Three to five years of Pharmacy experience in a retail environment or Hospital setting highly preferred.

Language Skills - Ability to speak, read and write the English language Ability to read and interpret documents such as safety rules, insurance claim forms, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

Mathematical Skills - Ability to add, subtract, multiply, and divide.

Reasoning Ability - Ability to solve practical problems and to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills - To perform this job successfully, an individual should have some knowledge of the Internet; Order Processing systems; Spreadsheet software and Word Processing software.

Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is exposed to wet and/or humid conditions and moving mechanical parts. The noise level in the work environment is usually moderate.

Note: The statements herein are intended to describe the general nature and level of work being performed by the employee, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, this does not establish a contract for employment and is subject to change at the discretion of the Employer.