



<b>Job Title:</b>	<b>Staff Pharmacist</b>	<b>Position Type:</b>	Full-Time
<b>Reporting to:</b>	Pharmacist-in Charge	<b>Location:</b>	Newark, DE
<b>Department/Group:</b>	Pharmacy	<b>Travel Required:</b>	<5%
<b>Job Description</b>			

**Primary Role:**

The Staff Pharmacist is responsible for receiving and filling prescriptions and reviewing patient information. Oversees preparation of medication and verifies by reviewing practitioner’s orders. Provides counseling about the use and storage of medications.

**Duties:**

- Input patient information including demographics, allergies, and medical conditions.
- Answer phone and receive orders for new and refill prescriptions from clients and practitioners.
- Processes prescription orders by inputting into computer and generating a prescription label, an insurance claim form, if necessary, a formula log sheet and a formula label.
- Oversees preparation of medication and verifies by reviewing practitioner’s orders.
- Signs off on compounding records after verifying proper ingredients and amounts.
- Performs final check on finished preparations for accuracy and quality.
- Verifies label information for correctness.
- Provide counseling about the use and storage of medications.
- Provide documentation of a current pharmacist license in good standing with the State Board(s) of Pharmacy.
- Must write a letter to the State Board of Pharmacy stating employment date
- Must operate according to the State Board of Pharmacy rules and regulations.
- Responsible for all clinical and compounding formulation decisions. A pharmacist must verify any suggestions by a non-pharmacist.
- Responsible for ensuring that their professional license is kept current and displayed appropriately.
- Responsible for obtaining the appropriate number of continuing education hours as outlined by the State Board of Pharmacy Rules and Regulations.
- Responsible for training the staff on any new or changed SOP. Documentation will be noted on the Training and Responsibility Documentation Log.
- Interpret written prescriptions, check for drug interactions and allergies, enter prescription and patient data into computer system, and provide prescription information to pharmacy personnel for filling.
- Supervise Pharmacy Technicians as the prescriptions are filled and check all work for accuracy
- Ensure accurate billing occurs in compliance with the insurance plan and board of pharmacy.
- Serve patients by counseling over the phone and in person.
- Perform all the duties of Pharmacy Technicians as needed.
- Maintain regular communication with Management regarding the conduct of the business and issues that require senior management’s attention.
- Provide staff training as necessary.
- Embody the Myonex company Core Values:



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- Be a Great Team Player
- Be Client Focused
- Learn & Grow
- Find a Way

**Education & Experience:**

- Possession of a valid Pharmacist license issued by the State Board of Pharmacy, and one year of professional experience as a pharmacist; or a combination of training, education, and experience that is equivalent to the employment standard listed above and that provides the required knowledge, abilities, and license.
- Ability to: learn modern pharmacy management, including accounting procedures within medical payment/reimbursement programs; learn to assign, prioritize, and evaluate the work of other; learn to develop and implement operational procedures; collect and analyze data, draw conclusions, and make recommendations; maintain accurate records and document actions taken; perform pharmacy calculations; maintain confidentiality of information; understand, interpret, explain, and comply with laws, regulations, and policies governing pharmacy operations; compound a wide variety of drugs and medicines and maintain appropriate related records; communicate effectively, both orally and in writing, with fellow medical professionals and patients; develop harmonious professional relationships with clinic staff; counsel patients on proper use of medication’ learn and apply principles and practices of supervision.
- Management, planning, administration, conflict resolution, and negotiation experience are required.

**Skills/Qualifications:**

To perform this role successfully, an individual must be able to execute each essential function. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation will be made to enable qualified individuals with disabilities to perform the essential functions of his or her job.

**Teamwork**

- Demonstrate and promote a spirit of cooperation and teamwork throughout the company.
- Continually look for ways to improve processes and enhance customer satisfaction.

**Language Skills**

- Able to effectively present information and respond to questions from customers, coworkers, and leadership.

**Mathematical Skills**

- Able to work with and apply mathematical concepts and practical situations.
- Able to perform basic algebra and convert units of measure.
- Able to perform basic pharmacy mathematics, such as determining the amount of medication needed to fulfill the number of days’ supply of medication ordered.

**Reasoning Ability**

- Able to actively listen, receive information and/or complaints or inquiries from customers or coworkers, remain calm and professional, and understand when to escalate difficult situations to upper management.



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**Customer Service**

- Provide exceptional customer experience. Communicate with customers in a friendly, professional, and patient manner always.
- Perform all duties with the goal of building and maintaining long-term customer relationships.
- Immediately address any customer concerns.
- Request involvement of other personnel as required. Escalate situations to a supervisor as needed.
- Notify Management, as appropriate, of any major concerns and the action taken to resolve them.

**Supervisory Responsibilities**

- This position provides direct supervision and management for: Pharmacy Technicians & Compounding Personnel

**Safety**

- Use and promote safe work practice throughout the facility.
- Notify Management of any unsafe conditions or practices.

**Other Requirements**

- Strong organizational skills
- Excellent oral and written communication skills
- Professional appearance
- Mobility within the entire facility
- Able to prove US employment eligibility
- Able to pass drug screening
- Able to pass background screening
- Flexibility to work overtime/weekends, as required

**Commitment Limitations**

- Must not make a non-budgeted, emergency expenditure, or commitment in excess of \$250.00.

**Confidentiality/Conduct**

- Must not divulge any confidential patient or protected health information (PHI).
- Will not engage in gossip or other unprofessional conduct.
- Must comply with HIPAA's privacy and security requirements.
- Will not share any proprietary information.

**Appearance**

- Must maintain a professional appearance. Attire must be neat and clean. Good hygiene is mandatory.
- Must wear scrubs or other approved clothing, a lab coat, and other Personal Protective Equipment (PPE) per facility SOPs while actively compounding. Additional PPE is required for handling hazardous drug substances.
- Due to the mobile nature of the position, clothes and shoes should be comfortable.



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<p><b>Physical Demands:</b></p> <ul style="list-style-type: none"> <li>• The physical demands described here are representative of those that must be met by an employee to perform this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.</li> <li>• Able to work up to 40 hours per week, scheduled in up to 8-hour shifts.</li> <li>• Able to stand, walk, bend, kneel, climb, and use repetitive foot movement throughout the shift.</li> <li>• Able to lift as much as 50 pounds.</li> <li>• Able to use repetitive hand movement with simple grasping and fine manipulation, pushing and pulling, and able reach above the shoulder.</li> </ul>	<p><b>Work Environment:</b></p> <ul style="list-style-type: none"> <li>• Office</li> <li>• Laboratory</li> <li>• Public retail store</li> </ul>
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SaveWay Compounding Pharmacy, a Myonex company is committed to ensuring equal opportunity in all aspects of employment. We do not discriminate against anyone on the basis of race, religion/creed, color, gender identity, sexual orientation, marital status, pregnancy, national origin, ancestry, military status, disability or perceived disability, use of a guide or disability support animal, or membership in any protected class as defined by applicable laws and regulations. If an employee or applicant feels they have not received equal or fair treatment, we encourage them to contact Human Resources.

<b>Supervisor:</b>		<b>Date:</b>	
<b>Employee:</b>		<b>Date:</b>	

This job description supersedes all previous job descriptions for this role. This job description is intended to be a tool to describe the primary purpose of the job and the key duties and responsibilities. The job description may not be inclusive of all duties and job responsibilities. Management has the right to add to or change the job responsibilities.

This job description does not serve as an employment agreement or contract.