KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

PHARMACIST

One (1) Full-time, Exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ Copy of Pharmacist credentialing (Pharmacist License, Narcotic/Controlled Substances License, DEA license)
- ☐ Documentation of CPR Certification, if applicable
- ☐ Copy of valid, unrestricted MI Driver's License
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI DHHS
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: **personnel@kbic-nsn.gov**

Distribution Date: April 14, 2016

Closing Date: April 28, 2016 at 4:00pm

Debra L Picciano 4-14-16
TERO Approval Date

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POSITION ANNOUCEMENT

POSITION: **PHARMACIST**
One (1) Full-time, Exempt position

LOCATION: Donald A. LaPointe Medical Center
Baraga, Michigan 49908

SUPERVISORY CONTROL: Health Administrator

SALARY: Negotiable

QUALIFICATIONS:

- Pharmacy D **OR** BS degree in pharmacy
  Professional knowledge of the concepts, principals, practice and techniques of pharmacy to provide direct patient services.
- Knowledge of state and federal laws and regulations pertaining to pharmacy.
- Knowledge of physical and chemical properties and characteristics of substance, therapeutic actions of drug and the principal of chemical, biological pharmacological and biopharmaceutical science.
- Knowledge of drug planning, monitoring and evaluation drug therapy in a clinical setting.
- Knowledge of appropriate resources and reference materials and their use.
- Ability to communicate with patients regarding the proper administration, use, actions, precaution and storage of their medication.
- Ability to communicate with other Health Providers in regards to the total treatment of the patient and educational activities related to patient care and health professional students.
- Ability to follow pharmacy primary care acute and chronic care protocols recording all information in the patient's medical record using the SOAP format.
- Must have knowledge of Electronic Health Records (EHR).
- Must have a valid Michigan Drivers License, good driving record, be able to qualify for insurance to operate tribal fleet vehicles.
- Must be CPR and First Aid certified, or must obtain within six (6) months of date of hire.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigator Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

MANDATORY REQUIREMENTS: CPR Training, TB Skin Test

INDIAN PREFERENCE: Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE: Preference will also be given to Veterans who do not have bad conduct dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

1. Perform outpatient pharmacy functions for the full range of pharmaceuticals provided in the medical facility to include: Controlled, highly potent, and other drugs required special handling.
2. Review the prescriptions, patient medication profiles, and patient records to determine appropriateness, safety and completeness of medication, authenticity of prescriber, possible drug interactions, history or likelihood of adverse reaction, and any special aspects or considerations in dispensing the prescribed pharmaceutical.
3. Oversee the compounding of drugs as prescribed, whether individually or in bulk; determine formulations to be used, dosage forms, quantities, concentrations, number of doses, ect.
4. Ensure correct labeling, handling, storage, and dispensing; review prescriptions set up by pharmacy technician from volume or prepackaged stores; ensure proper item, quantity, labeling before authorizing release.
5. Consult with patients in a knowledgeable and caring manner; conduct necessary patient education concerning the medication, its administration, sign of reaction and related matters; counsel patients on the course of treatment, likelihood of success, possible adverse reactions, and related matters.
6. Manage controlled substance inventory records, medication inventory and procurement; complete all necessary reports and documentation in accordance with Federal and State regulations, IHS policy, and Service Unit policy and Procedures.
7. Perform periodic inspections of drug storage facilities to ensure correct handling, accountability of controlled substance
8. Ensure equipment is properly set-up and operated, components and additives are correctly identified, qualities computed and measured, and compounding properly performed.
9. Participate with physicians in determining course of treatment for unusually complex or difficult cases; advises on the use of various drugs and drug therapies to include investigational are limited use terms.
10. Review efficiency of drug regimen; advise on alternative and cost effectiveness.
11. Report and document medication errors and unusual circumstances.
12. Verify that the prescribed medication is within safe dosage range, that components and additives are correctly identified, that the quantities are accurately computed and measured, and that the compounding is performed as specified.
13. Review physician unit dose orders, patient medication profile and records to ensure appropriateness and safety of medication orders. Verifies correctness of medication quantity, and that instructions for storage and administration are understood and complied with.
14. Advise physicians of findings and recommendations and provides technical supervision to other professional and non-professional staff assigned to this function.
15. Provide assistance to staff, oversees operations to insure adherence to professional standards. Patient safeguard, applicable law and regulations, quality assurance requirements, administrative procedures, and general operating policies.
16. Conduct training of professional and non-professional and prescribing staff on developments in drug therapy, rational therapeutics (i.e. Advises on effectiveness and efficiency of various regimens and alternatives, cost effective prescribing).
17. Assist with training of pharmacy employees; train personnel in preparation, storage, handling, and administration of drugs and other pharmaceuticals.
18. Represent the pharmacy and functions on various committees, and at any meetings.
19. Support clinical investigations as required; participates in operations of a drug information center and drug information retrieval system as required
20. Maintain 340b compliance and strict adherence to formulary.
21. Monitor, train, and supervise pharmacy staff; including, but not limited to, pharmacy technicians and the lead pharmacy technician.
22. Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not beheld to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: April 14, 2016 **Closing Date:** April 28, 2016 at 4:00pm

Qualification Sheet

Name: _____ POSITION: **Full-time Pharmacist**

Please list your specific experience and knowledge in regards to the following qualifications:

Pharmacy D **OR** BS degree in pharmacy

_____

_____

Professional knowledge of the concepts, principals, practice, and techniques of pharmacy to provide direct patient services.

_____

_____

Knowledge of state and federal laws and regulations pertaining to pharmacy.

_____

_____

Knowledge of physical and chemical properties and characteristics of substance, therapeutic actions of drug and the principal of chemical, biological pharmacological and biopharmaceutical science.

_____

_____

Knowledge of drug planning, monitoring and evaluation drug therapy in a clinical setting.

_____

_____

Knowledge of appropriate resources and reference materials and their use.

_____

_____

Ability to communicate with patients regarding the proper administration, use, actions, precaution and storage of their medication.

_____

_____

Qualification Sheet

Ability to communicate with other Health Providers in regards to the total treatment of the patient and educational activities related to patient care and health professional students.

_____

_____

Must have good oral and writing skills and exhibit sound organizational skills.

_____

_____

Ability to follow pharmacy primary care acute and chronic care protocols recording all information in the patient's medical record using the SOAP format.

_____

_____

Must have knowledge of Electronic Health Records (EHR).

_____

_____

Must have a valid and unrestricted Michigan driver's license, reliable transportation, and vehicle insurance.

_____

_____

Must be CPR and First Aid certified, or must obtain within six (6) months of date of hire.

_____

_____

Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigator Policy.

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