



521 4<sup>th</sup> Street Havre, Montana 59501 • Phone: 406-395-4305 • Fax: 406-395-5643 • www.bullhook.com

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*Bullhook Community Health Center (BCHC) is an equal opportunity employer. BCHC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Pharmacist**  
**Supervisor: Pharmacist in Charge**  
**Salary: \$122,057.00 - \$174,024.10**

**Department: Medical**  
**Supervises: Pharmacy Technicians**

**Job Overview:** Assist the Bullhook Health Center Team to maintain the NCQA PCMH recognition by working on the content areas related to medication workflow, processes, and quality measures. Collaborate with other health care professionals to plan, monitor, review, or evaluate the quality or effectiveness of drugs or drug regimens, providing advice on drug applications or characteristics.

**Essential Functions (Major Duties or Responsibilities):**

- Operate pharmacy in compliance with Montana State Board of Pharmacy and Federal Drug Enforcement Agency rules and regulations.
- Responsible for day-to-day operation of the pharmacy, including supervision of pharmacy staff and students, and ensuring good customer service.
- Provides in-service training for pharmacy personnel or other health center personnel as related to pharmaceutical issues
- Participates in quality assurance programs and projects supporting the vision and mission of the pharmacy and clinic.
- Process and assist in managing various grant programs for patient
- Understand rules and regulations pertaining to 340B including patient eligibility and inventory replenishment. Assist with audits as requested.
- Properly dispenses medications, verifying dosage, ensuring medications are correctly entered, supplied, and labeled.
- Offer counseling on new medications, stressing proper use and compliance to achieve desired outcomes.
- Accurately documenting ordering, receipt, and dispensing of controlled substances.
- Oversee inventory control, paying strict attention to using the correct inventory for the correct program (i.e.. Retail stock for Medicaid Rx's, 340B stock for sliding fee Rx's) as well as on-hand inventory amounts.
- Perform therapeutic drug monitoring to assess correct drug, correct dose, potential drug interactions, adverse reactions, polypharmacy/duplicate therapy, patient compliance, etc.
- Perform prospective drug utilization reviews.
- Properly utilize BCHC protocols including, medication refill protocol, formulary substitution protocol, and immunization protocol (if immunization certified).
- Display competency in utilizing electronic medical record as necessary.
- Participate with pill box fills for patients who have been deemed high risk, ensuring the accuracy of the weekly fill.
- Review prescription pricing to ensure proper use of price codes and make the pharmacist in charge aware of third-party losses. Adjust inventory to optimize savings.



**BULLHOOK**  
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- Maintain open communication with prescribers concerning drug therapy issues, providing oral and written drug information upon request.
- Document medication-related information accurately and thoroughly, according to agency policy and professional standards
- Process and assist in managing various grant programs for patient. Assist in reducing the incidence of medication-related errors.

**Minimum Qualifications (Education and Experience):** Licensed Pharmacist in the State of Montana and have a valid MT Driver’s License

**Knowledge, Skills and Abilities (KSA’s):** Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures. Knowledge of principles and processes for providing customers and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations that they undergo. This includes uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.

**Supervision:** Pharmacist Technician.

Work is performed in an office and clinic setting; stands, walks with intermittent sitting; reaches for and uses writing instruments and keyboard; reads reports and other written materials; extensive use of telephone and oral communication with the public and coworkers; stoops; bends; kneels; reaches for; picks up; and pushes or pulls; ability to lift up to 30 pounds.

**Special Requirements:** Performs duties in the deliverance of health services. Hazardous risks may include exposure to infected body fluids, sharp instruments and chemicals, requires adherence to universal safety precautions.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**Signatures**

My signature below indicates the statements in the job description are accurate and complete.

<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>

<b>CEO/COO Review</b>	<b>Title</b>	<b>Date</b>

My signature below indicates that I have read this job description.

<b>Employee</b>	<b>Title</b>	<b>Date</b>