

# BAD RIVER BAND OF LAKE SUPERIOR TRIBE OF CHIPPEWA INDIANS

CHIEF BLACKBIRD CENTER

P.O. BOX 39

ODANAH, WI 54861

**Job Title:** Pharmacist PT  
**Department:** Clinic  
**Hourly Rate:** Negotiable (DOQ)  
**Part-Time:** 20 Hours/Week  
**Exempt:** No/Hourly  
**Supervisor:** Lead Pharmacist

**Posting Date:** *In-House*

**Opens:** January 19, 2024

**Closes:** January 25, 2024, at 4:30 pm

**Posting Date:** **Public**

**Opens:** January 26, 2024

**Closes:** Open Until Filled



---

## Summary:

Under the direct supervision of the Pharmacy Manager, the Pharmacist is responsible for direct outpatient pharmacy services including the provision of quality pharmaceutical care to patients of the BRHWC and other eligible entities; oversight and administration of purchasing programs; and supervision of pharmacy staff. The Pharmacist may advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

## Essential Duties and Responsibilities including the following:

- Prepare and dispense medications or supervise the preparation of medications by the Pharmacy Technicians or Aides
- Provides pharmacy consulting services with empathy to patients regarding the effective usage of medications and awareness with drug interactions
- Performs pharmacist tasks including compounding, drug therapy reviews, verification, and medication management
- Responsible for ensuring the proper compounding, dispensation, review, and verification of prescribed medications within regulatory guidelines
- Engages patients by greeting them and offering assistance with products and services
- Connects with patients by anticipating needs and proactively offering services
- Demonstrates superior written and verbal interpersonal and communication skills sufficient to effectively create relationships to support patients, families, staff, providers, and administrative personnel including: active listening; honesty; ability to clearly convey information, and openness to thoughts and ideas expressed by others
- Coordinates and maintains safe and efficient workflows and daily operations through scheduling work assignments, establishing priorities, and directing duties of supervised staff on a daily basis and measured by performance evaluations.
- Reinforces the direction of the Pharmacy Manager in staff performance by coaching, and providing constructive feedback, monitoring customer service, and fostering team member development
- May supervise staff in the absence of the Pharmacy Manager
- Supports the maintenance of pharmacy inventories for accuracy and integrity
- Monitors drug therapy for patient compliance, interactions, adverse effects, and therapeutic efficiency.
- Assists with supply purchases to ensure the most cost-effective products are procured
- Follows up with insurance companies and medical providers and participates in 3rd-party audit
- Follow-up with medical providers to clarify prescribed medications, dosages, refills, interactions, and allergies to suggest alternative medications, and answer medical provider questions
- Assists with the efforts for the BRHWC to become a Wisconsin State Licensed Retail Pharmacy
- Assists activities for Drug Pricing Programs and Supply Service Centers

- Helps ensure control and security of narcotics and other controlled substances.
- Help precept pharmacy students and supervise summer youth workers
- Provide appropriate patient drug counseling
- Assist with drafting, updating, and implementing Policies/Procedures as delegated
- Communicate directly and professionally with providers to share information and gain understanding on prescription discrepancy. (ensure safety, quality, and guidelines)
- Help identify gaps in medication patient care and implement services among the team
- Utilize and assist patients with interdepartmental and intradepartmental resources
- Will participate in committees, task forces, and other meeting groups as assigned
- Contributes to and attends the Pharmacy and Therapeutics Task Force Meetings to ensure optimum therapeutic outcomes through improved medication use and to provide education to BRHWC providers.
- Interprets policies to ensure patient needs are met in an effective and efficient manner
- Provide guidance on federal, state, and local laws and regulations for pharmaceuticals
- Establishes and maintains collegial relationships with department staff and managers at the BRHWC
- Consult with staff, physicians, and/or director as needed to resolve patient care and departmental issues
- Provides care within the context of excellent service to patients, families, and co-workers; takes responsibility for anticipating, understanding, and satisfying needs while striving to exceed expectations
- Helps ensure patient care and work environments demonstrate safety standards and decreases the likelihood of error or harm to patients
- Collaborates with staff to monitor patient outcomes; set quality priorities; recommend and implement professional improvements and initiatives and implement practice-based safety initiatives
- Demonstrates teamwork in the building of positive work relationships with staff, providers, and co-workers while working collaboratively to achieve patient care and/or organizational goals
- Demonstrates competence in organizational quality improvement efforts to improve patient care outcomes and streamline work processes including data collection/analysis
- Recommends best practices whenever possible using trending and available benchmarks
- Participates and assists in community events as requested
- Performs other duties as assigned

**Qualification Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and professionally. The requirements listed are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Education & Licensure:**

- Graduate from an accredited school of Pharmacy by the Accreditation Council for Pharmacy Education with a PharmD or BS in Pharmacy required
- Current Licensure in the State of Wisconsin in Good Standing preferred. If license is held in another state, the applicant is expected to apply for Pharmacy Licensure in the State of Wisconsin prior to start date.
- Experience working in tribal clinics is preferred
- Basic Life Support (BLS) Certification (may be completed while employed)
- Advanced Cardiac Life Support (ACLS) Certification (may be completed while employed)
- Pediatric Advanced Life Supports (PALS) Certification (may be completed while employed)

**Experience:**

- 2+ Years of Experience in a pharmacy setting preferred
- 1+ Years Practicing as a Licensed Pharmacist preferred
- Proficient in using MS Office (Word, Excel, Powerpoint, Teams) and comfort in navigating and learning new computer programs required
- Knowledge of 340B Program preferred
- Knowledge of Intergy EHR software preferred
- Knowledge of RX30 software preferred
- Understanding of patient privacy and HIPAA
- Understanding of accreditation quality requirements, especially AAAHC preferred

**Other Skills and Abilities:**

**Required:**

- Customer Services
- Organization
- Analytical skills
- Attention to detail
- Problem Solving
- Verbal and Written Communication
- Ability to work in fast-paced, complex, and dynamic environments
- Initiative to thrive in alternating between serving as an autonomous individual and team player
- Strive for continuous process improvement
- Previous experience working in a healthcare setting
- Proficiency with data analysis platforms

**Pre-Employment Screenings:**

- This position is contingent on the required ability to pass a caregiver background check. Preliminary background checks will be completed prior to an interview. Upon hire, fingerprints will be collected by the tribe's background investigator on site.
- This is a required driver position, must possess a valid state driver's license, adequate vehicle/liability insurance, and/or meet eligibility for Tribal insurance.
- Must pass a pre-employment drug test

**Language Skills:**

- Excellent and professional oral and written communication skills
- Knowledge of computers and software, computer applications, and great typing skills
- Ability to work in diverse settings and communicate effectively with a broad range of related systems.
- Maintain strict compliance with Privacy Act, HIPAA requirements, and Confidentiality Policy.

**Personal Attributes:**

- Able to create an open environment for all levels of the organization.
- Possess good networking skills and contacts.
- Ability and influence in written and oral communications.
- Be team-oriented, collegial, and collaborative.
- Assess own strengths and weaknesses; pursue training and development opportunities.

**Cultural Sensitivity:** This position requires awareness and deep appreciation of tribal traditions, customs, and socio-economic needs. It requires the ability at all times to meet and deal effectively in contacts with Native American people and organizations. This requires tact, courtesy, confidentiality, discretion, and sound judgment in handling sensitive issues.

**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 essential functions. Must be physically able to perform all job duties. While performing the duties of this job, the employee may be required to sit, stand for 8 hours, walk; use hands and fingers, handle or feel; reach with hands and arms; climb or balance: stoop, kneel, crouch; talk or hear. The employee may occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, 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 essential functions. This position is subject to inside and outside work. The noise level may be moderate to loud.

This job description does not constitute an employment agreement between the Bad River Tribe and the employee and is subject to change by the Bad River Tribe as the needs of the tribe and the requirements of the job change.

**Drug-Free Workplace in accordance with the Drug-Free Workplace Act of 1988, P.L. 100-690, and the Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.**

**To be considered for the position, the following are required to be submitted to the BRHWC:**

- Copy of your current and active Pharmacist license
- Copy of your diploma(s) from an accredited institution: PharmD or BS in Pharmacy
- 3 Letters of Professional References, dated within the last 2 years
- Copy of your Drivers License
- Signed copy of this job description
- Completed Bad River Tribe application

The application and materials can be completed on paper or online:

<https://badriverhealthwellnesscenter.bamboohr.com/careers>

**Upon hire, the following will be requested and must be completed prior to your start date:**

- Background Information Disclosure (BID) Form
- Background Check Authorization Form
- Copy of your current BLS Training Certificate (if available). BLS Certification is mandatory for all staff unless you have a doctor's note. For those without a current certificate, training will be conducted at the clinic for staff every 6 months.
- Copy of your current ACLS Training Certificate (if available) – ACLS Certification is required for RN, NP, MD, DO, and PharmDs. For those without a current certificate, For those without a current certificate, training must be completed within 1 year of hire.
- Copy of your current PALS Training Certificate (if available) – PALS Certification is required for RN, NP, MD, DO, and PharmDs. For those without a current certificate, training must be completed within 1 year of hire.

By signing below, I acknowledge that I have read and understood this job description.

**Job Title:** Pharmacist

\_\_\_\_\_

Print Full Name
Signature
Date

|  |  |
|--|--|
| <p><b>Bad River Tribe</b><br/> <b>Attn: Human Resources</b><br/> <b>P.O. Box 39</b><br/> <b>Odanah, WI 54861</b></p> | <p><b>Email:</b><br/> <a href="mailto:HRmanager@badriver-nsn.gov">HRmanager@badriver-nsn.gov</a><br/> <a href="mailto:HRassistant@Badriver-nsn.gov">HRassistant@Badriver-nsn.gov</a></p> |
|--|--|