



Choctaw Health Center

Pharmacy
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4330

JOB ANNOUNCEMENT#

Position Title: Chief Pharmacist

Salary: Grade 17

Supervisor: Health Director

Type of Employment: Regular Full-Time/Exempt

Job Location: Choctaw Health Center Pharmacy

Opening date: OCTOBER 16, 2018 **OCT 16 2018**

Closing date: OCTOBER 30, 2018 OR UNTIL FILLED

***Mission Statement:** The Mission of the Choctaw Health Department is to raise the health status of the Choctaw people to the highest level possible.*

***Vision Statement:** Our Vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw community.*

Come make a difference! The Choctaw Health Center is a 20 bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 10,000 members of the tribe's population across a 10 county area in Central Mississippi. It is an 180,000 square foot comprehensive health care center with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

GENERAL DESCRIPTION OF POSITION:

Demonstrate a thorough knowledge and understanding of the duties and responsibilities of his/her position, including standards of ethics governing pharmacy practice. Provides superior patient care, and perform other duties as assigned under the general supervision of the hospital administrator and medical director and according to legal requirements and hospital policy.

DUTIES AND RESPONSIBILITIES:

1. Provide leadership, direction, organization, planning and implementation of pharmacy programs in the inpatient, outpatient, clinical and educational arenas at the Medical Center and all the ancillary clinics which promote effective utilization of all resources.
2. Responsible for coordinating multiple programs in pharmacy service.
3. Develop and maintain a system of internal reviews that ensure service program operates at a satisfactory level of performance and in compliance with regulatory and accrediting bodies.
4. Responsible for pharmacy utilization of resources and budget.
5. Develops, implements, and manages programs to contain drug therapy costs, including participation in the development of disease management programs.
6. Coordinates of cost-effective alternatives and conversion guidelines to address short and long-term drug shortages.
7. Interfaces with internal and external customers to identify, develop and implement appropriate cost containment monitoring opportunities and outcomes research activities.
8. Designs and coordinates the implementation of pharmaco-economic decision analysis tools, including the development of outcome instruments (quantitative and qualitative) for quality assurance/utilization review.
9. Reviews and evaluates requests for non-formulary and restricted drugs for appropriateness and compliance with established criteria where applicable.
10. Supervise supportive pharmacy staff to include but not limited staff pharmacists, pharmacy clerks, technician, billing and administrative staff.
11. Provides medications to nursing units: inpatient, outpatient, ER, field health clinics, (bulk as well as for individual patients) and other CHC beneficiaries.
12. Participate in daily round with the physicians and nurses as required.
13. Conducts chart reviews (inpatient and outpatient) and monitors drug therapy for appropriateness and safety in the process of filling prescriptions.
14. Council inpatients (upon discharge) and outpatients, regarding drug therapy, as well as proper storage of their medication.
15. Uses the highest standards of professionalism and sterility requirements in compounding IV admixtures, as well as conducting the modified unit-dose program.
16. Assists the nurse with routine updating of the patient medication record and interprets provider orders as needed. Assist providers as needed with medication order entry.
17. Demonstrates knowledge and efficiency in performing all functions using various pharmacy systems such as Pyxis, Scriptpro, RPMS, others.
18. Maintain up to date pharmacy and medication management policies and procedure for the pharmacy department working through established committees.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

1. Typical work week consists of five 8 hour shifts Monday through Friday, but may also include rotating weekends and holidays as needed. May be subject to change.
2. Long periods of time standing may be required. Restocking of bulk IV fluids and medications requires that applicant be able to lift at least 35 pounds.

QUALIFICATIONS:

1. Graduate of an Accreditation Council for Pharmacy Education (ACPE) accredited College or School of Pharmacy. Doctor of Pharmacy (Pharm.D.) degree preferred. Full, current and unrestricted license to practice pharmacy in a State, Territory, Commonwealth of the United States (i.e., Puerto Rico), or the District of Columbia.
2. The pharmacist must maintain current registration full, current, and unrestricted pharmacist license for the duration of employment.
3. Must possess a valid Mississippi driver's license and automobile liability insurance, and have reliable transportation. **(Attach copy to application)**
4. Completion of Criminal Background Investigation and pass a Pre-employment drug test with acceptable results.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to

JOB ANNOUNCEMENT #
Chief Pharmacist
Page 4

employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350