



Choctaw Health Center

Administration
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4250

CHOCTAW HEALTH CENTER

JOB ANNOUNCEMENT#323136

Position Title: Staff Pharmacist
Salary: Grade 17
Opening date: AUGUST 10, 2020
Closing date: AUGUST 17, 2020 OR UNTIL FILLED
Supervisor: Chief Pharmacist
Type of Employment: Temporary Casual Full Time/Exempt/Essential
Job Location: Choctaw Health Center Pharmacy

SCOPE OF SERVICE AND EFFECT:

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. This is a Temporary position only for the duration of COVID-19 pandemic.

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 pharmacy director and according to legal requirements and hospital policy.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Professional duties of compounding and dispensing prescriptions, prepackaging drugs and bulk compounding items of routine use or special need. Maintain a

strict system of Quality Control in the preparation and dispensing of pharmaceuticals.

2. Provides medications to nursing units: inpatient, outpatient, ER, field health clinics, (bulk as well as for individual patients) and other CHC beneficiaries.
3. As a member of the pharmacy staff, participates in daily round with the physicians and nurses as required.
4. Conducts chart reviews (inpatient and outpatient) and monitors drug therapy for appropriateness and safety in the process of filling prescriptions.
5. Counsels inpatients (upon discharge) and outpatients, regarding drug therapy, as well as proper storage of their medication.
6. Uses the highest standards of professionalism and sterility requirements in compounding IV admixtures, as well as conducting the modified unit-dose program.
7. 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.
8. Serves as a drug consultant to medical, dental, nursing staff, as well as consultant for the dietary department.
9. Properly labels and stores pharmaceuticals throughout the facility and insures that the drugs being used have not deteriorated nor in any manner become unfit for use.
10. Aids in maintaining drug inventory record and taking steps to assure adequate inventory levels at all time.
11. Aids in maintaining strict control of narcotics, hypnotics, depressants and stimulants, throughout the facility as well as stocks emergency drug carts.
12. Serves as a member on the Pharmacy and Therapeutics committee, as well as other committees as assigned.
13. Assists in providing patient education and training for staff.
14. Aids in the pharmacy mail order program, for eligible members of the Mississippi Band of Choctaw Indians.

15. Assists the chief pharmacist in submitting operations reports, financial reports and narrative reports.
16. Supervises and assist training for other pharmacists, pharmacy technicians and clerks.
17. Inspect all storage places, including field clinics, for drugs to insure proper storage condition; check age and condition of all medications.
18. Assume the duties and responsibilities of the chief pharmacist during his/her absence when delegated.
19. Keeps patient information confidential and abides by the HIPAA regulation.
20. Assists the chief pharmacist in the preceptor program of the University of Mississippi, (teaching/instruction of extern ship students).
21. Performs other duties and responsibilities as assigned in compliance with department and hospital policies and procedures.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

1. Must be able to work 10 hour shifts in a busy outpatient pharmacy, rotating shifts & days off.
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:

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.

The pharmacist must maintain current registration full, current, and unrestricted licensure for the duration of employment.

Must possess a valid Mississippi driver's license and automobile liability insurance, and have reliable transportation. **(Attach copy to application)**

Successful completion of criminal back around investigation and druq test

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 person(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 only 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 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. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

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