

Job Opportunities

Administration

- In the absence of the Director of Pharmacy, be required to perform the essential duties of the director of pharmacy.
- Assists the Director of Pharmacy in performing annual reviews of all pharmaceutical policies and procedures to establish their consistency with current practices within the hospital.
- Develops and administers pharmaceutical policies and procedures in accordance with hospital policies.
- Participates in stock inventory control programs.
- Participates in updating and maintaining the Hospital Drug Formulary.
- Participates in all quality assurance programs and Drug Usage Reviews (DUR).
- Participates in other programs, committees, meetings, and functions required by the hospital or the pharmacy.
- Supervises all ancillary personnel.
- Be responsible for Nursing Unit inspections.
- Purchasing and Procurement
- Assists the Director of Pharmacy in all aspects of Procurement, storage, and distribution of drugs, chemicals, and biologicals within the hospital and maintains all records of the transactions.
- Performs annual inventory of all drugs, chemicals, and biologicals.
- Pharmaceutical Care Activities
- Processes medication orders and maintains patient medication profiles.
- Monitors drug therapy for contra-indications, interactions, allergies, and appropriateness.
- Reports any drug adverse reactions.
- Maintains records of all drugs used, dispensed, or compounded as required by State and Federal laws.

Education

- Participates in orientation and training of all professionals and ancillary personnel, including in-service education to all health professionals, when requested.
- Provides current drug information and incompatibility information, and maintains current literature.
- Participates in the teaching and research programs of the hospital, including writing Newsletters.
- Attends and participates in other programs, committees, meetings, and functions required by the Hospital or the Pharmacy.

Billing

- Be responsible for charges for all drugs, chemicals, and biologicals.
- Develops guidelines for computing charges and fees for all prescriptions and floor stock requisitions.

Daily Duties and Tasks

- Follows Hospital and Department policies and procedures at all times, including but not limited to: Administrative Manual, Environment of Care, Human Resources, Infection Control, Corporate Compliance, Code of Ethics, etc.
 - Attend, actively participate and complete in-services, training classes, mandatory classes, seminars/workshops, staff meetings, exercises and drills; reads all department communication and assigned materials.
 - Customer Service – Provides excellent customer service and shows compassion to all patients, visitors and co-workers. Seeks feedback to ensure all needs are met. Anticipates and recognizes the concerns of others, even if those concerns are not openly expressed.
 - Communication – Keeps manager and team informed of progress, problems, development and plans. Gets along and interacts positively with co-workers and others.
 - Accepts and performs other duties as assigned.
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- Currently licensed to practice pharmacy by the California State Board of Pharmacy with minimum one year of hospital pharmacy experience.
 - May be required to work rotating shifts, including weekends and holidays.
 - Be responsible for the day-to-day functions and operations of the pharmacy.
 - Complies with CHA compliance Handbook including Code of Ethics and all statutes, regulations and guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs.
 - BLS – Basic Life Support Certification – issued by AHA-American Heart Association – desirable, but not required
 - Computer proficiency (Microsoft Office) (EMR knowledge a plus)
 - Strong communication skills.
 - Ability to effectively present information, both verbal and written.
 - Ability to take initiative, adapt to changing priorities, and work independently
 - Strong time management and prioritization skills
 - Ability to multi-task with a high level of efficiency and attention to detail

While performing the duties of this job, staff is regularly required to sit, stand, walk, talk and/or listen. He/she uses his/her hands to do computer work, write reports, do equipment set-up/cleaning/storage, clerical support, etc. He/she will be using the phone frequently. Good vision is needed to be able to read schedules, enter accurate data, etc. He/she must have good general health and demonstrate emotional stability so as to carry out the above-enumerated duties.

- Able to lift up to 30 pounds

- Use proper body mechanics when handling equipment
- Standing, walking and moving 50% of the day

Complies with Chinese Hospital Compliance Handbook including Code of Ethics and all statutes, regulations, guidelines applicable to federal and state programs. Responsibilities include, following the guidelines and reporting suspected violations of any statute, regulations, agreements or guidelines applicable to all healthcare programs. Starting at \$61.58 – 108.13/hr. The salary of the finalist selected for this role will be set based on a variety of factors, including but not limited to, internal equity, experience, education, specialty and training. This pay scale is not a promise of a particular wage.

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