

**Title:** Pharmacist- Roswell, NM      **Pay Range:** 45.35 - 60.45      **Date:** 03.20.2008  
**Status:** Half-time, Part-time, or Full-time position available  
**Report to:** Beau Bauman, Clinic Administrator (575) 623-3311 x 1110  
**Roswell Medical Clinic**  
**111 W. Hobbs**  
**Roswell, NM 88203**  
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### **Job Description**

Kelley Pharmacy, a small retail pharmacy, is centrally located in Roswell Osteopathic Medical Clinic. The pharmacy and clinic are family-owned independent practices of more than 60 years. Pharmacy personnel is entrusted with the acute and chronic treatment of new and established patients. Pharmacists maintain and provide quality control over pharmacy procedures, consult with medical staff and patients about drug therapy, and provide limited oversight of OTC products and durable medical equipment. Support personnel is dependable, knowledgeable, and easy to work with in this relaxed pharmacy environment.

### **Essential Functions**

Pharmacists are responsible for all aspects of Pharmacy Operations including inventory, personnel, and security with an emphasis on maintaining patient relationships.

### **Customer Service**

Openly communicate with patients and protect confidential health and drug information.  
Solicit information from patient's medical history to provide appropriate medical advise.  
Provide drug information and consultation of proper drug usage, potential side-effects, and precautions.  
Maintain communication and follow-up with patients regarding medication processing, readiness, and discrepancies.  
Seek out competitive information regarding prices and price match or communicate to patient best price available

### **Clinical**

Access patient medical record for clarification of information and to document recommendations.  
Perform DUR (drug utilization review) for patients with several medications or who are experiencing ADE or who are not reaching therapeutic goals.  
Participate in education of medical staff regarding drug dosage, drug usage, and drug selection for optimization of drug therapy.  
Communicate, correct, report and document patient safety concerns and med errors.

### **Operational**

Maintain a perpetual schedule II inventory  
Order, receive and return all schedule II inventory  
Ensure compliance with all federal and state rules, laws and regulations  
Access, input, and retrieve information from the latest windows-based version of QS1 Data Systems  
Obtain required information for new prescriptions and refills  
Fill prescriptions (product selection, counting/measuring, reconstituting, labeling) and prepare compounds  
Complete or assist in resolution of third party rejections  
Assist in the check-in, pricing, and put up of drug orders  
Assist in maintenance of pharmacy practice area including replenishing supplies, wiping counters, discarding outdated material, and cleaning up after oneself  
Participate in establishing pharmacy practice guidelines and requirements as deemed necessary and important for the practice.  
Participate in establishing, coordinating, and maintaining pharmacy work schedule; help fill in

during time of illness or vacation.

Participate in obtaining information regarding wages and other standards of practice to increase competitive edge of the business.

**Education, Licensure, and Certification Requirements**

Doctor of Pharmacy Degree, Masters Degree of Science oriented in Pharmacy, or  
Pharmacotherapy Board Certification

Registered and licensed pharmacist with the State of New Mexico Board of Pharmacy

**Experience Requirements**

1 year pharmacy experience in community and/or hospital pharmacy as a licensed pharmacist or intern

**Special Requirements**

Physical demands are occasionally in excess of those for light work

**Work Environment**

Must maintain credentialed requirements

Created 4/1/2008