 **Pharmacist Standard Job Description**

**Classification Title:** Pharmacist

**FLSA Exemption Status:** Exempt

**Pay Grade:** 18

**Job Description Summary:**

The Pharmacist, under general direction, dispenses prescription medications to patients and offers expertise in the safe use of prescriptions. Provides advice on how to lead a healthy lifestyle, conducts health and wellness screenings, provides immunizations, and oversees medications given to patients.

**Essential Duties and Tasks:**

**50% Pharmacist**

* Oversees the compounding and dispensing of medications to patients as prescribed by healthcare providers.
* Oversees pharmacy technicians’ workflow, including their preparation and labeling of pharmaceuticals.
* Provides patient education on proper dosage, usage, and symptoms of various prescription and over-the-counter medications.
* Provides patient immunizations.
* Conducts health and wellness screenings.
* Collaborates with external pharmacies to transfer patient information, prescriptions, and refill requests, ensuring continuity of care.
* Maintains patient records and oversees the preparation of reports.
* Complies with laws, rules, regulations, and procedures that govern pharmaceutical practice.

**30% Administration/Management**

* Maintains records for controlled substances and disposes of expired and/or damaged medications.
* Orders office and pharmaceutical supplies.
* Manages the pharmacy by training, leading, scheduling, and motivating pharmacy support staff.
* Reviews operations and recommends modifications as new services as needed.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* Doctor of Pharmacy or equivalent combination of education and experience.

**Required Experience:**

* Two years of related experience in pharmacy.

**Required Licenses and Certifications:**

* Texas State Board of Pharmacy – Licensed Pharmacist (Current).

**Required Knowledge, Skills, and Abilities:**

* Basic Computer Skills
* Ability to multitask and work cooperatively with others.
* Ability to work with sensitive information and maintain confidentiality.
* Strong written and verbal communication skills.
* Strong interpersonal, organizational, and planning skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone
* Fax

**Physical Requirements:**

* Ability to lift and move light objects.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.
* May work beyond normal office hours and/or work on weekends.
* May be required to cover or take emergency call on evenings, weekends, and holidays.
* Persons in this position are considered essential when the University declares an emergency, campus closure, class cancellations, etc., and are therefore required to report to work and remain on duty unless/until relieved by the direct supervisor.
* The individual in this position is required to handle Protected Health Information (PHI) as defined by HIPAA regulations.
* The individual is required to handle PHI in accordance with the A&M System policy and is further required to complete HIPAA training as a condition of employment, within a reasonable timeframe after the individual’s employment, and on an as-needed basis thereafter.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**