



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	YES
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders ?	YES

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE:** Pharmacy Program Assistant

**DEPARTMENT:** Medical

## **POSITION SUMMARY:**

The Pharmacy Program Assistant supports the Swinomish medical pharmacy program by managing on-site medication delivery services in conjunction with retail pharmacy partners, and assists with the management of the physician medication dispensing program. The Pharmacy Program Assistant serves as a point of contact for all medication delivery programs available to Swinomish Medical patients.

**Supervised by:** Clinical Pharmacist

## ESSENTIAL JOB FUNCTIONS:

- Assists patients at on-site medication delivery program by confirming patient identification and retrieving appropriate medications.
- Responsible to organize and maintain on-site medication orders.
- Responds to patient phone calls and appropriately directs patients to retail pharmacy partners, or clinical staff when appropriate.
- Responsible to maintain patient prescriptions, obtain appropriate signatures, record dispensing information, and notify retail pharmacy partners of any discrepancy
- Assists patients in obtaining over the counter medications following established protocols; maintains an orderly OTC environment.
- Assists inventory management efforts related to physician dispensing program, including outdates, returning to stock, credit/returns, etc.
- Retrieves medication orders from SITC providers, utilizes pharmacy software to create appropriate labels, performs quality check with ordering provider, and releases medication to patients.
- Monitors notifications within the electronic health record identifying patients who require laboratory monitoring or in-person follow up for ongoing chronic medication prescriptions; meets with patients within the on-site medication room, educates them on the importance of

receiving routine labs and follow-up, coordinates follow up appointments with primary care providers.

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

**WORKING CONDITIONS:**

The working conditions described herein are representative of those that must be met by an employee to successfully perform the essential duties of this class.

The employee is continuously required to hear. The employee is frequently required to sit, stand, walk and talk. The employee is occasionally required to drive a motor vehicle, reach with hands arms and use hands to finger, handle, or feel objects, tools or controls.

Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

The noise level in the work environment is moderately quiet.

**MINIMUM REQUIREMENTS:**

- High School Diploma or GED
- Minimum of 3 years of retail pharmacy experience, medication technician experience, and/or other relevant medication management-related experience required.
- Pharmacy Technician licensure or Certified Medical Assistant licensure, required.
- Associate degree (AA) or equivalent vocational training preferred.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

