

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title:** PHARMACIST

**Reports To:** Designated Supervisor

**UW Job Code:** 3931

**UW Job Family:** 3A - Health/Medical Professional

**SOC Code:** 29-1051

**FLSA:** Exempt

**Pay Grade:** 27

**Date:** 4-1-95 (revised 7-1-02; 4-1-03; 7-1-04; 7-1-06; 8-1-07)

### **JOB PURPOSE:**

Provide professional services as a registered Pharmacist by performing either of the following: ensure correct dosage and mixture of prescriptions dispensed to eligible patrons, or direct the Wyoming Drug Utilization Review Board.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Review medication orders; fill prescriptions and dispense medications, and if required, assist residents in selecting drugs and dosage regimens; weigh, measure and mix compounds to prepare medications.
- Confer with and advise patients regarding dosage, possible reactions and the like; obtain drug history from patients and complete patient medication records; confer with medical and nursing staff regarding medications.
- Order, price and maintain medication inventory; select stock medications per manufacturers' bids; maintain control records on narcotics, poisons and habit-forming drugs to meet University, state and federal reporting requirements.

### **OR**

- Direct the functioning of the Wyoming Drug Utilization Review (DUR) Board, made up of five physicians, five pharmacists and one mid-level practitioner.
- Work with the Department of Health to develop prospective DUR criteria including prior authorization criteria and other limits as appropriate.
- Complete retrospective DUR cycle beginning with selection of problematic recipient profiles, entering information from profile review into computer system for education letter generation, edit all letters and respond to providers' feedback as necessary.

- Conduct educational programs for providers in the state to include a bimonthly newsletter and other educational programs as appropriate.
- Direct the functioning of the Preferred Drug List Advisory Committee and coordinate efforts with the Drug Effectiveness Review Project.

### **SUPPLEMENTAL FUNCTIONS:**

- Keep abreast of new methods, techniques and other developments in the field through reading research journals and attending seminars.
- Prepare and assist in writing grants.

### **COMPETENCIES:**

- Attention to Detail
- Consistency
- Integrity
- Adaptability
- Quality Orientation
- Technical/Professional Knowledge
- Individual Leadership
- Work Standards

### **MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree in Pharmacy plus completion of a one-year internship**

Experience: **3 years practical pharmacy experience**

Required licensure, certification, registration or other requirements:

- **Registration as a Pharmacist by the State of Wyoming**

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Standards of Practice for Pharmaceutical Care, plus state and federal regulations associated with the dispensing of controlled substances.
- Record keeping and reporting requirements associated with the dispensation of narcotics, poisons, and habit-forming drugs.
- Drugs and their indications, contradictions, dosing, side effects, and proper administration.
- Clinical operations and procedures.
- Related accreditation and certification requirements.
- Patient care charts and patient histories.
- Drug and dosage regimens indicated by diagnoses.
- Medication inventory ordering, pricing, and maintenance practices and procedures.

- Grant writing processes and procedures.

Skills and Abilities to:

- Read and distinguish between colors and sizes sufficient to identify drugs.
- Effectively communicate; skills to write comprehensive documents.
- Use hand/eye coordination and manual dexterity sufficient to dispense drugs.
- Communicate technical information to non-technical personnel.
- Design and implement systems necessary to collect, maintain, and analyze data.
- Weigh, measure, and mix compounds to prepare medications.
- Confer with and advise patients regarding dosage, reactions, and the like.
- Confer with medical and nursing staff regarding medications.
- Order, price and maintain medication inventory.
- Maintain control records on narcotics, poisons, and habit-forming drugs to meet University, state, and federal reporting requirements.
- Manage drug information center.
- Write articles for public and profession, including grant proposals.
- Precept pharmacy students in rotations.
- Analyze and understand physicians', dentists', or other recognized medical personnel's oral or written orders involving standard symbols and terminology.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment. Some positions require regular reaching, bending, stooping, etc. to obtain bulk products for dispensing.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.