



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-4367 | 4366 | 2175 | 6561 • Fax (360) 374-4368



Quileute Tribe Job Description

Clinical Pharmacist/Pharmacy Manager

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED, If Applicable**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Clinical Pharmacist/Pharmacy Manager**
Supervisor: Health Director
Location: Health Center
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: DOQ/E

POSITION SUMMARY:

The Clinical Pharmacist/Pharmacy Manager provides direct patient-centered clinical pharmacy services while overseeing the daily operations, regulatory compliance, and financial sustainability of the pharmacy. The pharmacist is responsible for optimizing medication therapy outcomes and supporting evidence-based prescribing **in collaboration with a team of healthcare providers** through comprehensive medication management, disease state services, and patient education. In this role, the pharmacist provides clinical and operational leadership to ensure safe and effective medication use while guiding the strategic direction and integration of pharmacy services within the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Clinical Pharmacy Services

- Conduct comprehensive medication reviews, medication therapy management, and targeted clinical services.
- Initiate, modify, or discontinue medication therapy under collaborative practice agreements, standing orders, or protocols.
- Recommend and administer immunizations and injectable medications in accordance with state regulations and established clinical protocols.
- Deliver chronic disease management services (e.g., diabetes, hypertension, asthma, anticoagulation, dyslipidemia), as authorized.
- Provide proactive counseling and disease state education that empowers patients to engage in informed, shared decision making.
- Function as the organization's medication therapy expert, supporting providers and clinical staff with evidence-based recommendations.
- Document all clinical encounters and interventions in the electronic health record (EHR).

Pharmacy Operations & Management

- Direct and oversee daily pharmacy operations, including dispensing workflows, inventory management, and quality assurance.
- Integrate pharmaceutical services with patient care needs, evidence-based standards, and regulatory requirements.
- Ensure the physical and operational security of the pharmacy department, including access controls and safeguards for medications and sensitive information.
- Monitor and respond to drug shortages, supply chain disruptions, and product recalls, including development of therapeutic alternatives as needed.

- Ensure compliance with all applicable federal, state, and tribal regulations (e.g., DSCSA, HIPAA, DEA), and maintain regulatory readiness through inspection preparedness and management of required pharmacy permits and licenses.
- Develop, implement, and maintain pharmacy policies and procedures.
- Oversee controlled substances and medication security, including ordering, secure storage, recordkeeping, audits, and diversion prevention.
- Support pharmacy emergency preparedness, business continuity, and disaster response planning.

Staff Supervision & Leadership

- Supervise, train, and evaluate pharmacy staff, including pharmacists, technicians, interns, and support personnel.
- Establish staffing schedules and ensure appropriate coverage.
- Promote a culture of patient safety, professionalism, and continuous improvement.
- Provide leadership and oversight for implementation of workflow and practice changes affecting pharmacy staff.
- Lead staff engagement in medication safety standards and quality improvement initiatives.
- Serve as pharmacist-in-charge (PIC).

Financial & Business Oversight

- Oversee pharmacy budget, purchasing, and wholesaler relationships.
- Monitor pharmacy financial performance, reimbursement trends, and inventory costs.
- Support participation in third-party payer networks, PBM contracts, and audits.
- Oversee compliance and operational requirements of the 340B Drug Pricing Program.
- Guide strategic planning and pharmacy service expansion based on financial sustainability and anticipated return on investment.
- Track and report pharmacy performance metrics, including clinical outcomes, operational efficiency, and financial indicators, to organizational leadership.

Compliance, Quality & Risk Management

- Design and implement improvements to pharmacy workflows to enhance patient safety, optimize therapeutic outcomes, and manage costs.
- Lead or participate in audits, corrective action plans, and accreditation activities.
- Monitor and respond to medication errors, near misses, and adverse drug events.
- Ensure proper documentation and record retention.
- Optimize pharmacy and clinical system configuration (e.g., EHR, dispensing systems, clinical decision support) to support safe and efficient medication use.

Collaboration & Program Development

- Chair the Pharmacy and Therapeutics (P&T) Committee and lead formulary development, maintenance, and governance.
- Participate in interdisciplinary care team meetings, case conferences, and quality improvement initiatives.
- Develop and expand clinical pharmacy services aligned with organizational goals.
- Engage with community members and tribal leadership to design culturally responsive pharmacy programs that align with the community's health priorities and traditional values.
- Facilitate coordination between pharmacy, clinical departments, and external partners.

- Provide expert medication guidance and clinical decision support to providers and clinical staff.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Demonstrated experience in both clinical pharmacy services and pharmacy operations.
- Strong leadership, organizational, and communication skills.
- Proficiency with pharmacy management software and Electronic Medical Records.
- Eligibility to serve as Pharmacist-in-Charge (PIC).
- Experience with 340B, Medicaid/Medicare billing, and third-party payer contracting and reimbursement.
- Experience in ambulatory care, FQHC, tribal health, or integrated care settings.

WORK ENVIRONMENT:

- Clinical pharmacy setting within the Quileute Health Center.
- The position will involve frequent interaction with patients, healthcare staff, and the public.

PHYSICAL DEMANDS:

- Ability to stand for extended periods
- Ability to lift and move pharmacy supplies up to 25 pounds
- Manual dexterity sufficient for handling medications and operating pharmacy equipment

SUPERVISORY RESPONSIBILITY:

- Yes

QUALIFICATIONS:

Required Qualifications:

- Graduate of an ACPE accredited College of Pharmacy – Doctor of Pharmacy (PharmD) degree highly preferred.
- Active pharmacist license in Washington state (obtained within 180 days of hire).
- Immunization certification and authorization to administer vaccines in accordance with state and federal requirements.

Minimum/Preferred Qualifications:

- PGY1 residency or equivalent clinical experience.
- Board certification (e.g., BCPS, BCACP) or eligibility.
- Prior pharmacy management or supervisory experience.

GENEROUS BENEFITS PACKAGE:

- Employer subsidized medical, dental, vision package

- Employer supported 401K
- Employer paid life insurance
- Paid holidays
- Professional development assistance
- Employee Assistance Program

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver’s License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Disclaimer: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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