Partners in Comprehensive Care

JOB DESCRIPTION

JOB TITLE: Pharmacist I	JOB CODE:
SERVICE LINE: Clinical	☐ **MANAGER/SUPERVISOR**
DEPARTMENT: Pharm	☒ **CLINICAL** ☐ **NON-CLINICAL**
REPORTS TO: Director of Medical Oncology Clinical Services	☐ **EXEMPT** ☒ **NON-EXEMPT**

JOB SUMMARY: Under general supervision, compounds and dispenses medications, drugs, and other medications according to professional standards and practices. Prepares and maintains all necessary records on prescriptions, patient charges and inventory. Consults with nursing and medical staff regarding prescriptions, orders, drug and pharmaceutical detail, patient reactions, errors and complaints. Initiates and follows quality assurance and safety policies and procedures. Monitors compliance with all legal regulations and accreditation organizations. Supports and adheres to the US Oncology Compliance Program, to include the Code of Ethics and Business Standards.

ESSENTIAL JOB RESPONSIBILITIES: The following are the duties performed by employees in this classification, however, employees may perform other related duties at an equivalent level. Not all duties listed are necessarily performed by each individual in the classification.

TASK ID	TASK DESCRIPTION	SOP#
1	Prepares and dispenses medication orders.	
2	Maintains and evaluates patient profile and comprehensive drug data file to evaluate orders for any incompatibilities.	
3	Checks all orders for completeness of information. Verifies patient information and proper physician authorization.	
4	Checks all orders for insurance approval before admixing. Admixes drugs as ordered by physician in an accurate and timely manner as per department guidelines, and preparing all drugs within OSHA guidelines and interoffice guidelines.	
5	Performs comprehensive clinical review of treatment and supportive care plans to ensure therapies are evidence-based and clinically appropriate for the patient's condition. Evaluates regimen selection, verifies appropriate pre medications, and confirms accurate dosing, route of administration, and treatment intervals in accordance with established protocols, prescribing information, and institutional guidelines.	
6	Verifies the accuracy of all calculations prior to final dispensing of compounded products. Ensures correct concentrations, final volumes, base solutions, and other preparation requirements in accordance with manufacturer prescribing information and applicable practice guidelines.	
7	Organizes and directs technician's workflow; verifying their preparation and labeling of pharmaceuticals; verifying order entries, charges, and inspections.	
8	Participates in the development and implementation of quarterly formulary updates by evaluating medication utilization trends, rebate opportunities, and cost-containment strategies. Collaborates with pharmacy leadership and interdisciplinary teams to support clinically appropriate, fiscally responsible formulary decisions.	
9	Ensures all legal and professional requirements are adhered to, including but not limited to, USP <797><800>, FDA regulations (such as the DSCSA), California Business and Professions Codes, OSHA regulations, and California Health and Safety Codes.	
10	Consults with patients to determine pre-existing conditions to assess medication compatibility. Instructs patients on effects of food and alcohol intake. Warns of potential side effects.	
11	Provides professional drug information and assistance to medical staff. Participates in pharmacy teaching and in-service programs.	

12	Monitors and ensures proper disposal of all hazardous and non-hazardous materials used in compounding; Ensures proper maintenance and cleaning of biological safety cabinets in accordance with USP standards; and verifies accurate documentation and logging of all drug inventory.	
13	Monitors temperature logs for cleanroom and medication storage areas and ensures compliance with policies related to temperature excursions and deviations. Oversees inventory management and supply ordering to support cost-effective drug utilization in accordance with practice formulary, audits incoming drug shipments as needed, and ensures all departments maintain adequate stock of standard medications.	
14	Collaborate with billing and authorizations department to ensure cost-effective selection of therapeutic agents in accordance with payor requirements, practice formulary, and operational or clinical considerations.	
15	Other duties as requested or assigned.	

EDUCATION / TRAINING REQUIREMENTS	**REQUIRED**	**PREFERRED**
Doctorate Degree	☒	☐

LICENSES / CERTIFICATIONS / REGISTRATION	**REQUIRED**	**PREFERRED**
Current license as Pharmacist in state of practice.	☒	☐

EXPERIENCE REQUIREMENTS	**REQUIRED**	**PREFERRED**
Position is entry level and requires 0-3 years' experience as a registered pharmacist.	☒	☐
Oncology background preferred.	☐	☒

EXPERIENCE REQUIREMENTS

SUPERVISORY RESPONSIBILITIES (IF APPLICABLE)

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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ANALYSIS OF PHYSICAL DEMANDS

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
Lifting/Carrying						**Twisting/Turning**					
Under 10 lbs	☐	☐	☒	☐	☐	Reach over shoulder	☐	☐	☒	☐	☐
11-20 lbs	☐	☐	☒	☐	☐	Reach over head	☐	☐	☒	☐	☐
21-50 lbs	☐	☒	☐	☐	☐	Reach outward	☐	☐	☐	☒	☐
51-100 lbs	☐	☒	☐	☐	☐	Climb	☐	☐	☐	☐	☐
Over 100 lbs	☐	☒	☐	☐	☐	Crawl	☒	☐	☐	☐	☐
						Kneel	☒	☐	☐	☐	☐
Pushing/Pulling						Squat	☐	☒	☐	☐	☐
Under 10 lbs	☐	☒	☐	☐	☐	Sit	☐	☐	☐	☒	☐
11-20 lbs	☐	☒	☐	☐	☐	Walk- normal surfaces	☐	☐	☐	☒	☐
21-50 lbs	☐	☒	☐	☐	☐	Walk- uneven surfaces	☒	☐	☐	☐	☐
51-100 lbs	☐	☒	☐	☐	☐	Walk- slippery surfaces	☒	☐	☐	☐	☐
Over 100 lbs	☐	☒	☐	☐	☐	Stand	☐	☐	☐	☒	☐
						Bend	☐	☐	☐	☒	☐
Other											
Keyboard/ten key	☐	☐	☐	☐	☒						
Fingering (fine dexterity)	☐	☐	☐	☒	☐						
Handling (grasping, holding)	☐	☐	☐	☐	☒						
Repetitive Motion- Hands	☐	☐	☐	☐	☒						
Repetitive Motion- Feet	☐	☐	☐	☒	☐						

Key: N= Never R= Rarely (less than 1 hour per week) O= Occasional (1%-33% of time) F= Frequent (34%-66% of time) C= Constant (over 66% of the time)

EMPLOYEE STATEMENT OF UNDERSTANDING

I have reviewed these job requirements and verify that I can perform the minimum requirements and essential functions of this position.

EMPLOYEE PRINTED NAME DATE

EMPLOYEE SIGNATURE DATE