



EMPLOYMENT OPPORTUNITY

Center for Families and Children
Human Resources Department
4500 Euclid Avenue
Cleveland, Ohio 44103
(216) 432-7257 (Fax)
careers@c4fc.org

<u>Position:</u>	<u>Location</u>
Pharmacist	East Office

Job Summary:

Coordinate the drug distribution and clinical pharmacy activities for the Center for Families and Children. Is responsible for safe and efficient methods for coordination of established pharmacy policy concerning drug patient care. Provide clinical drug information to meet the needs of the patient, nurse and physician. Accepts legal responsibilities as the responsible pharmacist in charge.

Job Duties & Responsibilities:

- Reviews and interprets physicians' orders for appropriateness relevant to other departments(i.e., drugs for diagnostic procedures, laboratory tests, etc.) ensure that overdoses / under doses have not been prescribed and that interactions, incompatibilities, or toxic compounds will not result from the combination of medications; assure that drugs are appropriately labeled, stored, and utilized according to physicians' instructions.
- Dispense prescriptions to outpatients in accordance with CFC policy and in conformance with regulations and laws dealing with the class of prescription; counsel patients about their medications and maintain an accurate up-to-date patient profile.
- Supervise pre-packing of drugs and control procedures.
- Provide drug information such as dosing, compatibilities, formulary substitutes, etc. to nursing, physicians and other health care practitioners.
- Prepare specialized solutions for administration via intravenous route such as chemotherapy, hyper alimentation, antibiotics, etc. and ensure that the stability and sterility of these solutions is appropriate for patient consumption.
- Participate in in-service education programs when requested.
- Arrange to obtain drugs in an emergency situation.
- Verify the work performed via supportive personnel, which includes, but is not limited to, patient drug data entry, cassette filling, unit-dose drug distribution policies and procedures.
- Maintain up-to-date knowledge of the profession by participation in organization memberships; attendance at meetings, lectures, in-services, seminars; reading journals; comply with National Standards of Continuing Education in order to maintain professional competency and proficiency.
- Participate in special studies as requested.
- Assure that the quality of professional services is maintained.
- Perform other duties as requested.

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Job Qualifications:

Must be a Licensed Registered Pharmacist with 3-5 years experience. Specific experience related to management and business skills are preferred, MBA would be ideal, but real world experience considered. Two to four years of supervisory experience preferred.

Must have good communication skills and the ability to work in interdisciplinary team settings.

Outstanding customer service skills as that the successful candidate will be the face of pharmacy to the CFC's clients as well as your coworkers and medical colleagues.

Must provide required medical practice insurance documentation.

Must have an awareness of and sensitivity to the cultural diversity of the population served.

Application Procedures:

For consideration of this employment opportunity, please submit your application materials to the address, fax, or email address noted above. Internal candidates must apply by forwarding an Internal Applicant Bid Form and résumé to the Human Resources Department. (An employment application can be accepted in place of a resume.) External candidates must submit two copies of their résumé and cover letter if applying by postal mail.

**The Center for Families and Children
Human Resources Department
Attention: Pharmacist
4500 Euclid Avenue
Cleveland, Ohio 44103
HR Fax #: (216) 432-7257
HR Email: careers@c4fc.org**