



Choctaw HealthCenter

Pharmacy
210Hospital Circle
Choctaw, MS 39350-6781
601.389.4145

JOB ANNOUNCEMENT #324136

POSITION TITLE: Certified Pharmacy Technician
SALARY: Grade 10
SUPERVISOR: Deputy Chief Pharmacist
JOB LOCATION: Choctaw Health Center- Pharmacy
TYPE OF EMPLOYMENT: Regular FullTime/Exempt
OPENING DATE: NOVEMBER 12, 2024 ~~NOV 12 2024~~
CLOSING DATE: NOVEMBER 26, 2024 OR UNTIL FILLED

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community.*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county area in central Mississippi. It is a 180,000 square foot comprehensive health care center with three satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

Scope of Service and Effect:

The Choctaw Health Center pharmacy is focused on providing exceptional pharmacy service to patients, family members, visitors, as well as internal customers such as physicians, pharmacists, and administrative personnel. The position supports Registered Pharmacists in the organization to bring about best practices related to pharmaceutical care. This position is also responsible for adherence to Federal, state and local laws set forth by the Food and Drug Administration, as well as regulations set forth by accrediting agencies.

Responsibilities and Duties:

1. Demonstrates knowledge and efficiency in performing all functions using the hospital's EHR and ScriptPro pharmacy information computer system.
2. Demonstrates pharmacy computer skills including order entry, patient information, patient name searches, refill information, admission/discharge activity, refill updates, etc.
3. Prepares medication under the supervision of a registered pharmacist.
4. Bulk reconstitution of prefabricated non-injectable medication.
5. Fills unit-dose carts if applicable, pyxis machines, and prepares sterile products, accurately and efficiently after completing all required training and, under the supervision of a pharmacist.
6. Performs pharmacy and nursing unit inspections and other areas in the hospital where drugs and/or IV fluids are stored, as required and documents such.
7. Responsible to take a physical inventory using prepared forms and records. Ability to determine from existing reorder levels in which inventoried items should be reordered and in what quantity.
8. Responsible for checking drug shipment by using the pack list or invoice and purchase order, completing the receiving report, and adding the items to the inventory.
9. Knowledge with the procedure for returning outdated drugs to the prime vendor or manufacturer.
10. Responsible for placing orders with the prime vendor, and knowledge of other purchasing procedures in the pharmacy department.
11. Pre-packing of drugs in bottles with a specified amount, from bulk supply of drugs, using the pharmacy automation and correctly complete all necessary control records.
12. Demonstrates a good rapport and cooperative working relationship with all the members of the pharmacy staff and promotes good public relations.
13. Answer the telephone, respond in a courteous and professional manner and

- identify department and self upon answering.
14. Maintains knowledge of all hospital safety procedures and infection control guidelines and follows all procedures and guidelines.
 15. Participates in staff meetings when required.
 16. Participates in Quality Assurance program.
 17. Demonstrates practical knowledge of Mississippi State Board of Pharmacy laws pertaining to supportive staff.
 18. Adheres to pharmacy department policy for attendance, and observes hospital policy concerning smoking regulation, telephone usage and other rules.

WORK ENVIRONMENT:

Work is performed in the Pharmacy area of the Choctaw Health Center in a setting which is adequately lighted, heated and vented.

Hours Worked:

This is an essential position. Working hours may vary according to shift schedule to cover a 40-hour work week. Must be able to work weekends and holidays on a rotating schedule. Employees are responsible for clocking in and out as scheduled.

OTHER REQUIREMENTS OF THE POSITION:

1. Sense of integrity and commitment to patient confidentiality.
2. Shall renew his/her registration annually pursuant to Mississippi Code Annotated Section 73-21-111.
3. Follows and abides by Article XL of the MISSISSIPPI PHARMACY PRACTICE REGULATIONS.
4. Able to handle frustrating circumstances in a calm and composed manner.
5. Must have a positive, friendly, upbeat and accommodating tone; and
6. Must possess a strong work ethic and team player mentality.
7. Able to perform as the Point-of-Sale pharmacy technician when the needs arise.
8. Assisting patients to enroll in Medicare Part D insurance program.
9. Must be dependable and be able to report to work on time, every day.
10. Ability to work on own initiative with minimal supervision.
11. Ability to establish and maintain cooperative working relations with patients, staff and visitors

QUALIFICATIONS:

1. A minimum of high school graduation and at least two (2) years of related pharmacy experience is preferred, or two (2) years of related college work. Must possess outstanding communications skills, both written and oral. High School Diploma or GED graduate **(REQUIRED)**. Attach copy to application.
2. Must be a **Certified Pharmacy Technician with an active license with the Mississippi State Board of Pharmacy.** Attach copy to application.
3. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation and telephone. Attach copy to application.
4. Successful completion of criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program, an employee screening will be performed upon hire. Employees are encouraged to continue to receive routine examinations with their clinical provider of choice.

*****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or

personnel that any specific applicant other than the one for which waiver is sought, be employed

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350