



## URBAN INDIAN CENTER OF SALT LAKE

120 West 1300 South  
Salt Lake City, Utah 84115  
Phone: (801) 486-4877  
Fax: (801) 486-9943  
www.uicsl.org

### POSITION DESCRIPTION: PHARMACIST

Division:	Clinical Operations	Supervisor:	Medical Director
Job Code:	MED-005	Classification:	0.8 – FTE
Wage Scale:	E-09 (\$99,971 to \$155,088)	Effective Date:	10/01/2025
Hours/week:	40+	Revised Date:	10/01/2027

### PROGRAM PURPOSE

*The Urban Indian Center of Salt Lake (UICSL) is dedicated to our Mission of SERVING THE PEOPLE BY HONORING NATIVE CULTURES, STRENGTHENING HEALTH & WELLNESS PROGRAMS, & CULTIVATING COMMUNITY.*

### UNIFORM PERFORMANCE EXPECTATIONS

In performance of their respective responsibilities, all employees of the UICSL and our affiliates must rise to the level of expectations in which they:

- Fully uphold all principles of confidentiality and patient/client care.
- Adhere to the Standards of Conduct for UICSL, and all professional and ethical standards for the healthcare industry and/or their respective area(s) of expertise.
- Interact in an honest, trustworthy, and dependable manner with patients/clients and co-workers.
- Possess and utilize cultural awareness and interpersonal respect.
- Maintain a current insurable driver's license in the State of Utah (if operating UICSL vehicles).
- Strive to learn and serve in compliance with federal regulations and UICSL policies and procedures.
- Seek solutions for issues or problems which align with resources.

### POSITION SUMMARY

The Pharmacist is a clinical supervisory position responsible for establishing, directing, and managing the outpatient pharmacy at the Urban Indian Center of Salt Lake (UICSL). This role blends pharmacy leadership with patient education in support of UICSL's mission of integrated and culturally grounded care. The Pharmacist oversees daily operations, ensures compliance with federal and state requirements, and promotes medication safety, quality, and culturally responsive pharmaceutical care.

Reporting to the Medical Director, the Pharmacist performs all duties with professionalism, compassion, and sound judgment to support UICSL patients in improving health outcomes and quality of life. In the Pharmacist in Charge role, the Pharmacist provides oversight of pharmacy operations, including staff direction, workflow management, controlled substance safeguards, and safe, appropriate dispensing and patient counseling. The Pharmacist collaborates with the Medical Director, Director of Clinical Operations (DCO), nursing, and clinic providers to ensure coordinated, patient centered pharmacy services.

The Pharmacist supports culturally attuned care by communicating effectively, building rapport with patients, and respecting AI/AN traditions and values. In collaboration with the Medical Director and DCO, the Pharmacist helps uphold high standards of patient safety, operational efficiency, and integrated services that support holistic wellness.



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### ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

- Leads the establishment, startup, and licensure process for UICSL's clinical pharmacy in compliance with the Utah Division of Occupational & Professional Licensing (DOPL) and federal requirements, ensuring the pharmacy is designed and equipped to support integrated primary care service.
- Maintains full compliance with all state and federal pharmacy laws, including Drug Enforcement Administration (DEA) and Utah State Board of Pharmacy regulations, ensuring proper medication storage, dispensing, accurate recordkeeping, and continuous readiness for audits or inspections.
- Ensures the pharmacy meets and maintains Class A pharmacy requirements related to facility design, security, controlled access, and proper documentation for all medications.
- Conducts internal self-audits and collaborates with the Quality and Compliance Manager to maintain alignment with AAAHC accreditation standards, HRSA 340B program requirements, and organizational quality goals.
- Develops, implements, and enforces pharmacy policies and procedures that ensure patient safety, medication security, and compliance with regulatory and ethical standards.
- Supervises pharmacy staff, technicians, and student interns, providing training, mentorship, and oversight that promote professional development and cultural respect in all aspects of service.
- Provides patient-centered counseling that emphasizes safe medication use, adherence, chronic disease management, and education on potential side effects and drug interactions, supporting the primary care team's efforts to improve overall health outcomes.
- Collaborates daily with medical, behavioral health, and nursing providers to ensure coordinated and culturally responsive pharmacotherapy, such as participating in care team discussions, reviewing medication regimens, addressing side effects or interactions, and supporting treatment adjustments across all areas of patient care.
- Ensure timely and accurate documentation of prescriptions, interventions, and Medication Therapy Management (MTM) services within the electronic health record (EHR) to support continuity of care.
- Oversees pharmacy participation in the HRSA 340B Drug Pricing Program, ensuring pharmacy-level compliance with eligibility, purchasing, dispensing, and audit readiness requirements.
- Tracks, analyzes, and reports pharmacy related quality indicators, including medication adherence, high risk medication monitoring, adverse drug event trends, and medication therapy optimization outcomes, to support continuous improvement within the primary care program.
- Serves as the liaison to external pharmacy partners, wholesalers, and regulatory agencies, maintaining effective communication and partnership for safe and compliant operations.
- Ensures pharmacy services support UICSL's mission by delivering safe, accessible, and culturally responsive medication care through integrated clinical collaboration.
- Represents UICSL with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



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### QUALIFICATIONS

<b>Education:</b> <input type="checkbox"/>	a) PharmD, Doctor of Pharmacy degree from an accredited pharmacy school.
<b>Experience:</b> <input type="checkbox"/>	a) Minimum of three (3) to five (5) years of professional pharmacy experience. b) Experience serving in a leadership or Pharmacist in Charge (PIC) role preferred.
<b>Certifications/Licensure:</b> <input type="checkbox"/>	a) Must hold a current Utah pharmacist license in good standing with the Utah Division of Occupational and Professional Licensing (DOPL). b) Must maintain eligibility for federal and state pharmacy program enrollment (e.g., 340B, Medicaid, Medicare).
<b>Other:</b> <input type="checkbox"/>	a) Must pass a mandatory criminal background check.

### KNOWLEDGE, COMPETENCIES, AND CHARACTERISTICS (KCC)

<input type="checkbox"/>	Knowledge of pharmacotherapy, medication safety, and pharmacy practices.
<input type="checkbox"/>	Knowledge of pharmacy laws, regulations, and standards established by DOPL, DEA, HRSA, and AAHC
<input type="checkbox"/>	Knowledge of pharmacy inventory management, with the ability to learn 340B requirements.
<input type="checkbox"/>	Knowledge of counseling methods and culturally responsive communication with diverse AI/AN populations.
<input type="checkbox"/>	Skills in verifying, dispensing, and monitoring medication to ensure accuracy, safety, and adherence to protocols.
<input type="checkbox"/>	Skills in managing operations, supervising staff, and integrating services across clinical and administrative teams.
<input type="checkbox"/>	Skills in using (EHR) systems and documenting clinical interventions.
<input type="checkbox"/>	Ability to analyze medication data, identify trends, and support quality assurance and performance improvement.
<input type="checkbox"/>	Ability to train, mentor, and precept staff, students and health professionals in clinical and cultural best practices.
<input type="checkbox"/>	Ability to promote teamwork, uphold ethical standards, and demonstrate respect for the values and traditions of urban AI/AN communities.

### WORK ENVIRONMENT

The Pharmacist works within a clinical office and pharmacy setting, collaborating with medical, behavioral health, and administrative teams. This 0.8 to FTE position includes limited on-site hours focused on pharmacy operations, compliance, and consultation. Occasional meetings or trainings may occur, with flexible hours scheduled as needed.

### PHYSICAL DEMANDS

The role is mainly sedentary, involving computer use, phone communication, and periods of sitting. Occasional standing or walking may be needed to access medication inventory and supplies. Minimal lifting (up to 20 pounds) may occur. Reasonable accommodation is available for individuals with disabilities.

### MENTAL DEMANDS

The position requires critical thinking, problem-solving, and decision-making in a healthcare environment. The Pharmacist must manage pharmacy tasks, maintain composure under pressure, and ensure confidentiality. Attention to detail and strong communication are essential for safe and compliant operations in a diverse workplace.

**Disclaimer:** The information in this document is designed to portray the general nature and level of work performance expected by employees in this position. It is not intended to be a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other related and reasonable duties as needed by their direct supervisor.



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**Indian Preference Statement:** *As a federal contractor and in compliance with Sub-Chapter II, Chapter 14, Title 25 of the United States Code, the Act of April 16, 1934 (48 Stat. 596), as amended; and Section 7(b) of the Indian Self-Determination and Education Assistance Act, Pub. L. 93-638, 88 Stat. 2205, 25 U.S.C. 450e(b), UICSL gives preference in employment opportunities to American Indians/Alaska Natives (AI/AN) who can perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations). UICSL also extends preference to AI/AN organizations and AI/AN-owned economic enterprises in the awarding of any subcontracts engaged under our funding agreement(s).*

*To the extent feasible and consistent with effective performance as a federal contractor, UICSL may give preference in employment and training opportunities to AI/ANs who are NOT fully qualified to perform the work outlined in our Position Description(s) regardless of age, sex, religion, or tribal affiliation (subject to existing laws and regulations); and UICSL may provide reasonable opportunities for training including on-the-job, classroom, or apprenticeship training designed to increase the vocational effectiveness of AI/AN employees.*

*When UICSL is unable to fill our employment and subcontracting opportunities after giving full consideration and preference to AI/AN candidates, employees and/or subcontractors, UICSL will satisfy our needs by selecting non-AI/AN candidates and subcontractors in accordance with equal employment opportunity and affirmative action statutes mandating that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin. (48 CFR §52.222-26).*

<b>REVIEWED BY:</b>	Eva Leyer, Human Resource	<b>SIGNATURE:</b>	<small>DocuSigned by:</small> <i>Eva Leyer</i> <small>40E7410CE4EF6466</small> <small>Signed by:</small> 12/18/2025
<b>APPROVED BY:</b>	Matt Poss, Executive Director	<b>SIGNATURE:</b>	<i>Matt Poss</i> <small>3349CE8F87688466...</small> 12/18/2025
<b>ESTABLISHED DATE:</b>	12/2025	<b>REVIEW DATE:</b>	12/2027

## EMPLOYEE ACKNOWLEDGEMENT

I have reviewed and been provided with the content of the **Pharmacist** position description.

My signature on this document certifies that I can perform the essential functions of this position as outlined in this description, with or without reasonable accommodation. A signed copy of this document will be maintained in my Personnel file for reference.

Describe any accommodation required to perform these functions:

<b>Employee Name (Print)</b>	<b>Employee Signature:</b>	<b>Date:</b>
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