Definition of Class
This is a professional job class in which incumbent provides pharmaceutical services to the university community. Incumbent dispenses prescriptions, counsels on medication usage, maintains inventory of medications, provides supervision of routine administrative operations, and coordinates special projects. Incumbent reports to the Student Pharmacy Supervisor.

Examples of Work Performed
Reads, interprets, and fills prescriptions submitted by patients or taken verbally over the telephone.

Enters prescription data into the pharmacy computer system. Selects and packages prescribed medications and prepares label for prescription vial.

Checks individual patient profiles to determine drug history. Determines concurrent medications being used by patient; determines known drug allergies and anticipates the side effects of medications being dispensed.

Recommends over-the-counter medications when requested; provides professional information to physicians.

Enters insurance information into the patient information system, and files insurance claims electronically for the patient.

Prepares purchase requisitions; receives and audits purchasing reports.

Stocks shelves and maintains drugs in an orderly fashion.

Disposes of medications in accordance with State of Mississippi Pharmacy Board Regulations.

Performs periodic physical inventory.

Prepares patient charge statements and sends charges to Bursar’s Office.

Prepares daily cash reports and deposits daily cash at Bursar’s Office.

Trains pharmacy personnel on cash register operations, preparation and processing of charges, preparation of medications for dispensing, and verification of purchasing documents.

Utilizes clinical skills in the initiation and maintenance of various immunization and health counseling programs.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Dispenses prescription medication.
2. Counsels patients on prescription usage and related health matters.
3. Provides supervision of personnel and routine administrative operations.
4. Maintains inventory of medications.
5. Consults with health care personnel and third party insurance vendors.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; walk; and use hands to finger, handle, or feel. The incumbent is occasionally required to reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:** Bachelor of Science in Pharmacy from an accredited college or university.

  **AND**

- **Experience:** Two (2) years of experience related to the above described duties.

  **AND**

- **License:** Current license from the Mississippi State Board of Pharmacy.

  **Substitution Statement:** Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.
Interview Requirements

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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