Resolution #14-0820-256

Approval of the Director of Pharmacy Services Job Description and the Health Services Organizational Chart

WHEREAS, the status of the Gaá Čhíng Ziíbi Daáwaa Aníshinaábek (Little River Band of Ottawa Indians) as a sovereign and Treaty-making power is confirmed in numerous treaties, from agreements with the initial colonial powers on this land, to various treaties with the United States; and

WHEREAS, the Little River Band of Ottawa Indians (Tribe) is descended from, and is the political successor to, the Grand River Ottawa Bands, signatories of the 1836 Treaty of Washington (7 Stat. 491) with the United States, as reaffirmed by federal law in P.L. 103-324, enacted in 1994; and

WHEREAS, the Tribe adopted a new Constitution, pursuant to a vote of the membership on May 27, 1998, which Constitution became effective upon its approval by the Assistant Secretary-Indian Affairs on July 10, 1998; and

WHEREAS, the Tribe adopted amendments to the Constitution on April 26, 2004, which became effective upon approval by the Assistant Secretary-Indian Affairs on May 13, 2004; and

WHEREAS, the Tribal Council is authorized under Article IV, Section 7(a) to provide for the public health, peace, morals, education and general welfare of the Little River Band and its members; and

WHEREAS, the Tribal Council, pursuant to Article IV, Section 7(j) (2) of the Constitution, has the power to manage any funds within the exclusive control of the Tribe and to appropriate such funds for the benefit of the Tribe and its members; and

WHEREAS, the Tribal Council has adopted a Strategic Plan and as part of that Strategic Plan Health Services are expected to implement Pharmacy Services in 2014. The Ogema brings forth the Organizational Chart and the Director of Pharmacy Services for Tribal Council approval to move forward with the implementation of Pharmacy Services as directed by the Strategic Plan; and
NOW THEREFORE IT IS RESOLVED THAT the Tribal Council of the Little River Band of Ottawa Indians does hereby approve the Health Services Organizational Chart and the Director of Pharmacy Services Job Description for the benefit of the Little River Band of Ottawa Indians membership, located at the Little River Tribal Clinic; and

IT IS FINALLY RESOLVED THAT nothing in this resolution to approve the Health Services Organizational Chart and the Director of Pharmacy Services Job Description shall be identified as authorization of a waiver of sovereign immunity of the Tribe.

CERTIFICATE OF ADOPTION

I do hereby certify that the foregoing resolution was duly presented and adopted by the Tribal Council with 7 FOR, 2 AGAINST, 0 ABSTAINING, and 0 ABSENT, at a Regular Session of the Little River Band of Ottawa Indians Tribal Council held on August 20, 2014, at the Government Center in Manistee, Michigan, with a quorum being present for such vote.

Sandy Mezeske, Tribal Council Recorder

Virgil Johnson, Tribal Council Speaker

Attest:
Distribution: Council Records
                  Tribal Ogema
                  Tribal Court
LITTLE RIVER BAND OF OTTAWA INDIANS
TRIBAL GOVERNMENT

JOB DESCRIPTION

JOB TITLE: Director of Pharmacy Services
DEPARTMENT: Health Services
SUPERVISOR: Tribal Ogema/Designee
PAY LEVEL: E10
RANGE: $99,908-$149,862
FUNDING SOURCE: Self-Governance FA
BACKGROUND CHECK: Extensive
STATUS: Exempt
PREPARED DATE: March 27, 2014
TRIBAL COUNCIL APPROVAL DATE:

“Indian Preference is applicable in accordance with Ordinance #11-600-02”

SUMMARY
This position is responsible for overseeing the staff and pharmacy department as a whole. The director will be considered the Pharmacist in Charge (PIC). The director will make sure that the laws and statutes of the State of Michigan and the Federal government will be followed and adhered to by all personnel. The director will write and maintain the policies and procedures manual for the pharmacy. The director will be the liaison between The Little River Band of Ottawa Indians and all other outside entities where prescription drugs are concerned. The director will participate in drug utilization meetings and reviews. The director will also be expected to perform all the duties of a dispensing pharmacist.

EMPLOYMENT QUALIFICATIONS
A qualified candidate offers:
• a Doctor of Pharmacy Degree (Phar.D.) or a B.S. Pharmacy Degree from an accredited institution; and
• a current and unrestricted license to practice as a Pharmacist in the State of Michigan.
• At least 5 years of experience in a pharmacy retail setting.

DUTIES AND RESPONSIBILITIES
1. Reviews prescriptions to assure accuracy, to ascertain the needed ingredients, and to evaluate their suitability.
2. Provides information and advice regarding drug interactions, side effects, dosage, and proper medication storage.
3. Assess the identity, strength, or purity of medications.
4. Maintains records, such as pharmacy files, patient profiles, inventories, narcotics, or controlled drugs.
5. Compounds and dispenses medications as prescribed, by calculating, weighing, measuring, and mixing ingredients, or oversee these activities.
6. Plans, implements, or maintains procedures for mixing, packaging, or labeling pharmaceuticals, according to policy and legal requirements, to ensure quality, security, and proper disposal.
7. Mentors pharmacy technician(s) or interns in preparation for their graduation, licensure or career interests.
8. Advises customers on the selection of medication brands, medical equipment, or healthcare supplies.
9. Provides specialized services to help patients manage conditions such as diabetes, asthma, smoking cessation, or high blood pressure.
10. Collaborates with other health care professionals to plan, monitor, review, or evaluate the quality or effectiveness of drugs or drug regimens, providing advice on drug applications or characteristics.
11. Analyzes prescribing trends to monitor patient compliance and to prevent excessive usage or harmful interactions.
12. Manages pharmacy operations, including the hiring and supervising of staff, and performing administrative duties.
13. Orders and purchases pharmaceutical supplies, medical supplies, or drugs, maintaining stock and storing and handling it properly.
14. Offers health promotion and prevention activities, for example, training people to use devices such as blood pressure or diabetes monitors.
15. Refers patients to other health professionals or agencies when appropriate.
16. All other position related duties as assigned by supervisor.

OTHER SKILLS AND ABILITIES
During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong interpersonal and teamwork skills, a heightened attention to detail and accuracy, the ability to independently as well as work cooperatively with other departments, and a commitment to confidentiality.

SUPERVISORY RESPONSIBILITIES
The director will provide supervision and mentoring to pharmacist, technicians and, or staff. Responsible for interviewing, hiring, training, rewarding and disciplining of subordinates, in addition to planning, assigning and directing work.

PHYSICAL DEMANDS
Standing for long periods of time, frequent walking, and occasional lifting of 10lbs to 20lbs, reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves fine motor skills and visual acuity to measure and dispense medications and to operate office equipment. Work may involve exposure to infections, communicable diseases, contaminated materials, bodily fluids, and radiation resulting in the need to wear protective equipment such as masks, eye protection, rubber gloves, and gowns.

WORKING ENVIRONMENT
Work is performed in a climate controlled environment. The employee’s work schedule may need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight travel may be necessary to attend meetings or trainings.

DISCLAIMER AND CONDITIONS OF EMPLOYMENT
The above statements are intended to describe the nature and level of work being performed by people assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills.
Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, and maintaining all necessary licensing, certifications, and ethical standards. Successfully completing a 90-day introductory period. Candidates for this position will be required to have dependable transportation available to them without notice.

Employee Acknowledgement and Acceptance: ________________________________

Employee Name and Date

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