

# How to Read a Community Pharmacy Job Description

## Job Description(Dissected):

Pharmacist  
Safeway – Antioch, CA, US

**Safeway pharmacists enjoy working in a community pharmacy setting that provides total health care to their neighborhood customers.**

Retail pharmacies provide the most accessible health care resources in the community. Now, more than ever, retail pharmacists are looked to for guidance in managing the total health of their patients.

Our pharmacists are part of a community where they know their patients by name. **With a holistic approach to health care management**, our pharmacy staff provides a **full compliment of pharmaceutical services** in a community pharmacy setting **with a workflow model** to allow **world-class patient care**.

We offer a pharmacy career in a **challenging and evolving retail environment**. Join us in **making a difference in the lives of our patients, customers, and communities**.

The Pharmacist works under the direction of the Pharmacy Manager to assist in pharmacy operations by supporting the mission, vision, and values of Safeway, Inc. Our pharmacists provide comprehensive pharmaceutical care through **filling prescriptions, providing clinical services, and counseling patients**. In addition, pharmacists are responsible to **maintain standards in the absence of the Pharmacy Manager and may be required to assume the essential responsibilities and duties of the Pharmacy Manager when needed**.

## Responsibilities

- **Assist in pharmacy operations** to achieve business objectives by increasing sales and gross margins, managing equipment, limiting expenses, directing operations to minimize wait times, monitoring department performance metrics, upholding proper pharmacy and general safety procedures and standards, and **partnering with management in developing and implementing store programs** to help meet sales objectives and increase prescription volume
- **Maintain inventory levels to company goals, rotates stock, complies with recalls, and utilizes return process**
- **Work with Pharmacy Manager to coordinate pharmacy schedule; assist with direction and monitoring of pharmacy personnel and performance**
- All activities related to the **preparation, dispensing, and sale of prescription and pharmacy-related products**

## A. Think Like an Employer:

Employers hire people because they often have an unmet need or are trying to solve a problem. Consequently, job seekers should carefully read job descriptions for clues as to what needs/problems the employer might have. Applicants should also think critically about how their background and skills could be relevant in helping an employer meet a need.

- What needs and challenges do you think this employer might be facing in delivering their services to their clients?

## B. Analyze the Responsibilities/Functions and Qualifications/Experience sections:

Once you've identified employer needs/challenges, look for qualifications that align with your experience and also ask yourself – *What skills would you need to carry out the responsibilities successfully?*

### Identify desired experience:

1. **Philosophy of care clues (i.e. holistic, preventative approach to care)**
2. **Clinical skills (assessment and health counseling)**
3. **Clinical issues (diabetes, hypertension)**
4. **Communication and coordination skills**
5. **Teamwork**

### Additional areas of desired expertise:

1. **Additional skills related to the environment like languages or excellent multitasking skills**

Give the employer what they're looking for by clearly giving evidence of your qualifications using relevant examples in your application materials.

## C. Aligning Your Qualifications with Employer Needs:

The qualifications are closely related to the overview and responsibilities. For instance, in order to successfully work with diverse clients in a community, fast paced pharmacy, and also to collaborate with other health professionals, one would need excellent clinical, communication, follow up, teamwork and coordination skills.

Applicants looking to really stand out would also talk about their interest/goals in working within this type of setting and/or with these populations. They'd specifically state what they **enjoyed** about working in similar previous experiences in their application materials.

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## Responsibilities Continued:

Participate in the Safeway Pharmacy Care Program, including **administering immunizations, travel medicine, medication therapy management, and other specialty programs**; this includes successful completion of APhA immunization training or its equivalent

- Focus on **customer satisfaction** and needs, ensuring that customers are provided **World Class Customer Service** through **use of best practices and prompt communication with physicians, vendors, and colleagues**
- Ensure all **work processes are performed efficiently and effectively at each work station by prioritizing workload and organizing workflow**
- **Verifies accuracy of pharmacy team by following established procedures**
- **Works in communication with various levels of management to resolve issues**
- **Maintains proper pharmacy and general safety procedures and standards, including department cleanliness**
- Supports timely implementation of company policies, procedures, and programs
- Follows compliance for all local, state, and federal laws, company policies and procedures, and state regulations regarding intern, technician, and assistant training and licensure
- Maintains all state and federal record keeping for legend drugs and controlled substances
- Performs other duties as assigned

## Requirements

- Graduate from an accredited pharmacy college recognized by the American Council of Pharmaceutical Education (ACPE)
- Must have an active pharmacy license in state(s) of practice with all held licenses in good standing and be immunization certified
- Qualified to participate in federal health care programs, including but not limited to Medicare and Medicaid
- **Compounding and BHRT Consulting experience preferred**
- **Knowledge of laws governing drugs, pharmacy products, and third party plans**
- **Self-motivated with the ability to complete work with a minimum of supervision under tight time frames**
- **Maintains honesty, integrity, and high levels of efficiency and accuracy at all times**
- **Demonstrated practice of and high-level skill in multi-tasking, championing change, initiative, customer service, interpersonal relations including building relationships and resolving conflict, decision making, problem solving, teamwork, and verbal and written communication**
- **Ability to work a variety of schedules to include long hours, evenings, holidays, and weekends**
- Repetitive standing, bending, stooping, kneeling, lifting, stretching, and reaching
- Working knowledge of Microsoft Office and pharmacy-related software

Safeway is proud to be an Equal Opportunity Employer (MFDV) and welcomes diverse talent and backgrounds.

## C (con't). Aligning Your Qualifications with Employer Needs:

In the Requirements/Qualifications section, look for consistent themes that tie back to other parts of the job description:

- **Philosophy of care clues (i.e. holistic, preventative approach to care)**
- **Clinical skills (assessment and health counseling)**
- **Clinical issues (diabetes, hypertension)**
- **Communication and coordination skills**
- **Teamwork**

Because community pharmacies are dynamic environments employers want to know about your skill level and competency in a multitude of areas related to teamwork, clinical skills and coordination. Give the employer what they're looking for by **clearly describing how you used your skills using relevant examples** in your resume and cover letter.

When thinking about what to include in your application materials and how to talk about your experiences, think about an employer's needs and how you can clearly give consistent evidence that you have what they're looking for.