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UNIVERSITY MEDICAL CENTER

POSITION DESCRIPTION

JOB TITLE: Specialty Practice Pharmacist

Working Title: Clinical Applications Manager

SALARY RANGE:					TITLE CODE:	7697	
SHIFT:	M-F 8-5				STATUS: (Exempt/Non-Exempt)	exempt	
DEPARTMENT:	Pharmacy				% FTE:	100	
COST CENTER:					Human Resource Approval:		
CATEGORY:	SA&P	A&P	P&T	CCS			
	OTHER:				Signature	Date	

SIGNATURES:

Employee Name:		ID#:	
Employee Signature:		Date:	
Supervisor/Title:			
Supervisor Signature:		Date:	
Director/Title:			

Scope of Position

The Department of Pharmacy provides comprehensive pharmaceutical services to patients of the University Medical Center. Clinical and administrative information systems are a critical component of providing patient care and support of the departmental operations. The Department of Pharmacy uses various clinical applications that the clinical applications manager is responsible for maintaining, enhancing, upgrading, and in providing staff support. Promotes cooperation and collaboration with other team members to achieve the Medical Center's goals. Embraces the Intensive Caring values of the organization and uses them to guide his/her interactions with others.

Position Summary

The Clinical Applications Manager maintains clinical application systems for pharmaceutical services provided by pharmacy staff. Services include, but are not limited to, evaluation, design, implementation, maintenance, and troubleshooting of computerized pharmacy information, as well serving as liaison to Medical Center clinical systems. The Clinical Applications Manager needs to be knowledgeable in various aspects of Information Systems terminology, information system processing, and desktop solutions. In addition, the Clinical Applications Manager needs to be able to set priorities and work independently. The Clinical Applications Manager also needs to be health care orientated to provide assistance in developing clinical applications. He/she needs to keep abreast of current developments and issues in the practice of Pharmacy.

Duties and Responsibilities

40% of time - Responsible for assessment, development, implementation and maintenance of computerized pharmacy systems

1. Review, analyze, refine and evaluate existing programs. Identify and assess needs; set priorities
2. Recommend enhancements to present system; design/create new functions
3. Serve as a liaison between Pharmacy and Information Systems and external vendors to achieve desired results
4. Provide and create computer generated documents and reports
5. Maintain and update files
6. Knowledgeable in standard operating systems
7. Review, evaluate, and monitor automated pharmacy billing systems

35% of time - Support Clinical Applications

1. Serves as resource for physician order entry, bedside system, and interfaces
2. Assists in developing and implementing clinical pathways
3. Identifies enhancements for clinical applications
4. Actively participates in decisions impacting computer support
5. Maintains a positive relationship with internal and external customers

15% of time - Coordinate computerized quality assurance programs:

1. Develop short and long-range priorities
2. Evaluate programs and ensure legal standards are met
3. Documentation of systems
4. Develop/maintain user standards of practice
5. Document user problems and errors
6. Continually review systems; ensure programs are accurate and running properly
7. Develop/maintain audit criteria
8. Develop/maintain backup systems/procedures

5% of time – Serve as Liaison to Information Systems

1. Works with IS to resolve problems
2. Maintains on-going relationship with IS staff

5% of time - Support person for staff/department:

1. Teach students/residents applications of computerized systems
2. Provide demonstrations to interested parties
3. Communicate with individuals requesting information on systems
4. Attends continuing education programs to maintain expertise in Pharmacy and Information Systems

Organizational Expectations

Practices within the Medical Center's policies and procedures. Adheres to the Intensive Caring Value statements as demonstrated through positive patient/guest relations, positive and effective interactions with staff, and formulating and meeting developmental goals. Meets commitments and responds to requests in a timely manner.

Minimum Qualifications

For Hire: Degree in Pharmacy or equivalent, knowledgeable about microcomputer hardware and software, databases, and clinical applications. Knowledgeable about health care and pharmacy practice.

On going: Continuing education to obtain current and relevant knowledge to meet the computer information systems needs of the Department of Pharmacy

Patient Population Served

Knowledge of growth and development and an understanding of the range of treatments necessary to meet the age specific needs of the patient population served (Check those that apply):

Not Applicable: Non-patient care title	X	Adolescents (14 - 17 years)	
Neonates (0 - 6 months)		Adults (18 - 64 years)	
Children (7 months - 13 years)		Geriatrics (65 + years)	

Job Relationships

Supervisory Responsibility: Supervises 100% technical support position.

Contacts: Weekly contact with Data Administration/Computer Operations, daily contacts with staff concerning problems, requests and/or questions, talks with vendors

Responsible to: Responsible to Associate Director, Department of Pharmacy

Physical/Visual/Mental Requirements

Able to communicate clearly with vendors, programmers, and staff members

Abel to move supplies and hardware weighing up to 50 pounds

Able to concentrate and pay attention for periods up to 8 hours to perform such tasks as developing manuals, system trouble shooting, debugging programs.

Able to read computer manuals.

Work Environment

The work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meeting and training room, libraries, and residences or commercial vehicles, e.g. use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals

Note: The above statements are intended to describe the essential functions and related requirements of persons assigned to this job. They are not intended as an exhaustive list of all job duties, responsibilities, and requirements.