

**POSITION DESCRIPTION
AND EMPLOYEE EVALUATION**



MUSC MEDICAL CENTER MISSION STATEMENT

The mission of the MUSC Medical Center is to provide excellence in patient care, teaching, and research in an environment that is respectful of others, adaptive to change, and accountable for outcomes.

SECTION III (Parts A and B)

JOB DUTIES

Job Purpose:

To optimize pharmacotherapeutic and pharmaco-economic outcomes. To collaborate with others to improve cost effective quality of care. To disseminate knowledge related to pharmacotherapeutic and pharmaco-economic outcomes.

Part A JOB TASKS Job Tasks and Objectives (optional) account for 70% of the performance evaluation rating.	% weight	Performance Level			
		S(4)	E(3)	M(2)	B(1)
		weight x rating = score (use whole number not percentage weight in this calculation)			

<p>1 Job Task: <input type="checkbox"/> Essential <input type="checkbox"/> Marginal</p> <p>Collaborative Drug Therapy Management</p> <p>Success Criteria: Participates as a consultant to a patient care team. Assists with therapeutic decisions such as drug product selection, drug dosing, and therapeutic drug monitoring. Develops patient care plans in concert with the medical team. Recommends therapy or alternative approaches based on interpretation of relevant medical literature and clinical experience. Makes verbal or written recommendations in a clear, succinct, and appropriate manner. Considers age, weight, and organ function (i.e. renal, hepatic, etc.) when evaluating patients and patient's therapies and when making recommendations. Interviews patients and conducts physical assessments to determine medical history, previous medication use, present medical condition, and response to therapy. Does so in a tactful, appropriate manner. Interprets laboratory and other patient-specific data to develop treatment plans and to monitor response to therapy. Applies pharmacokinetic principles in order to achieve efficacious, safe, and economical pharmacotherapeutic regimens. Identifies drug-related problems such as complications resulting from drug therapy (ineffective therapy, allergic reactions, drug interactions, and adverse drug reactions). Initiates the necessary actions. Reviews medications for significant drug-drug, drug-laboratory, and drug-food interactions. Makes recommendations to avoid such interactions. Performs basic cardiac life support and participates in drug therapy management during medical emergencies. Ensures a continuum of care by cooperating with other health professionals and outside health organizations. Counsels patients and/or caregiver as to the proper administration, potential adverse reactions, storage of medications, etc. Provides on-call service on rotational basis. Cooperates with the program assistant and other financial support personnel to acquire medications for indigent patients.</p> <p>Plan: Serve as the clinical specialist for the Anemia Clinic. Serve as a consultant to the outpatient nephrology clinic. Serve as back-up to the inpatient nephrology service when asked.</p> <p>Actual Performance:</p>	<p>40</p>	<p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p>
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<p>2 Job Task: <input type="checkbox"/> Essential <input type="checkbox"/> Marginal Coordinates Outcome Management</p> <p>Success Criteria: Coordinates the trending and reporting of departmental documentation in concert with the pharmacy management team as it pertains to pharmaceutical care outcomes, pharmacist interventions, and cost outcomes. Works with other health care providers and relevant policy-making committees (P&T, Anti-infective subcommittee, nutrition committee, MCIG, MST, PLT, and CMC) to establish Cost Management Programs that improve drug therapy outcomes (efficacy, safety, cost effectiveness and reimbursement) and overall quality of patient care. Identifies therapeutic categories or individual therapeutic agents warranting medication use evaluation, in conjunction with drug information staff, physicians, and other health professionals.</p> <p>Plan: Continue to manage and refine the POM program. Explore opportunities within the UHC CDB Pharmacy bench marking database. Develop and maintain knowledge of the pharmaceutical revenue cycle. Explore the potential for participation in a re-imbursement work group. Continue to evaluate/utilize the McKesson/Novation database systems. Continue to evaluate/utilize the Solucient database system. Continue to Chair the Clinitrend documentation team. Serve on the MUH formulary sub-committee. Serve on the Clinical Resources and Values Committee. Continue as Vice-Chair of the Pharmacy Collaborative Drug Therapy Management / Credentialing Committee.</p> <p>Actual Performance:</p>	<p>30</p>	<p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p>
<p>3 Job Task: <input type="checkbox"/> Essential <input type="checkbox"/> Marginal Personnel Functions</p> <p>Success Criteria: Recruits, interviews, hires, evaluates, promotes development of, and disciplines staff. Makes effective recommendations for promotion, demotion and termination. Responds to employee grievances according to established grievance procedures.</p> <p>Plan: Explain job expectations clearly. Perform annual evaluation on time with constructive feedback. Be visible, available, and accessible. Respond to and follow through on requests and concerns in a timely manner. Conduct useful meetings as scheduled. Keep personnel informed of current issues within the Department of Pharmacy and the Medical Center. Serve as a role model for departmental qualities. Provide coverage during absences and vacation.</p> <p>Actual Performance:</p>	<p>10</p>	<p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p>

<p>4 Job Task: <input type="checkbox"/> Essential <input type="checkbox"/> Marginal Drug Information / Scholarly Activities</p> <p>Success Criteria: Retrieves, analyzes, evaluates, and interprets the scientific literature as a means of providing pharmaco-economic and pharmacotherapeutic drug information to health care professionals and patients. Reads literature and attends continuing education sessions to stay current, expand knowledge, and maintain clinical acumen. Participates in scholarly activity and keeps department informed.</p> <p>Plan: Become familiar with available outcomes and pharmaco-economic literature. Access available online outcomes and pharmaco-economic information systems. Attend a pharmaco-economic / outcomes conference. Continue to maintain current knowledge of Transplantation / Nephrology. Publish / present outcomes data.</p> <p>Actual Performance:</p>	10	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<p>5 Job Task: <input type="checkbox"/> Essential <input type="checkbox"/> Marginal Staff Development, Education and Training</p> <p>Success Criteria: Provides in-service education to physicians, nurses and other health care professionals. Serves as a preceptor for Pharm. D. students, residents and staff. Attends hospital, medical, and pharmacy department conferences. Actively participates as a presenter in departmental staff development programs. Orients and trains new personnel in assigned area.</p> <p>Plan: Offer 6 elective months in Outcomes Management. Participate in the Health Systems Pharmacy Practice Course. Participate in the Outcomes Management Course. Attend departmental staff meeting, PLT, P&T and CSM. Complete department of pharmacy annual expectations. Present at departmental meetings and P&T when asked. Present to hospital committees as needed. Serve on the COP Assessments Committee.</p> <p>Actual Performance:</p>	10	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
<p style="text-align: center;">Section III, Part A Sum of Tasks and Objectives score) 100 = Total Tasks Score _____</p>	100%	