

JOB DESCRIPTION & PERFORMANCE APPRAISAL

Company Name: XXXXXXXX
Cost Center Number: XXXXXX
Cost Center Name: Pharmacy
Job Code: XXXXXX
Job Title: Pharmacy Clinical Specialist 2, Patient/Medication Safety
FLSA Status: Exempt
Reports To: Manager
Date Initiated: x
Date Revised: x
Date Reviewed: x
Approved By:
Employee Name:
Employee Signature:

JOB SUMMARY

The Clinical Specialist II is an advanced clinical pharmacy practitioner as evidenced by such recognition from his/her peers (awards, specialty recognition board, etc.) and by publications in refereed journals and/or presentations at national meetings. The Specialist II in Patient/ Medication Safety is responsible for providing and coordinating pharmaceutical care to the patients of XXXXX XXX through medication use evaluations, drug policy development, and continuous quality management. He/she serves on one or more Medical Staff, Hospital, or Departmental Committees or Subcommittees. The Clinical Specialist II serves as a role model for the pharmacists, technicians, pharmacy students, and residents in the integration of clinical and dispensing services in the Department. He/she plans and participates in staff development conferences for the professional and technical pharmacy staff. He/she participates in the departmental and medical staff quality management programs. He/she regularly attends departmental meetings as they relate to medication use and/or safety. He/she is responsible for coordinating intradepartmental quality management and performance improvement initiatives.

Pharmacists are expected to deliver pharmaceutical care, that is, to accept responsibility for patients' well-being by ensuring optimum outcomes of drug therapy. Therefore, their performance must be evaluated based on this expectation.

(*Pharmacotherapy* 1993;13(6):661-7.)

PATIENT AGE GROUP SERVED

- | | |
|---|---|
| <input type="checkbox"/> Not applicable | <input checked="" type="checkbox"/> School Age (6-12 years) |
| <input checked="" type="checkbox"/> Neonate (Birth to 28 days) | <input checked="" type="checkbox"/> Adolescence (12-18 years) |
| <input checked="" type="checkbox"/> Infants/Toddlers (29 days to 18 months) | <input checked="" type="checkbox"/> Young Adult (19-40 Years) |
| <input checked="" type="checkbox"/> Toddler (18 months to 3 years) | <input checked="" type="checkbox"/> Middle Adult (40-65 Years) |
| <input checked="" type="checkbox"/> Preschooler (3-6 years) | <input checked="" type="checkbox"/> Mature Adult (65 years and older) |

DUTIES AND RESPONSIBILITIES

- EF** 1. Provides pharmaceutical care in the specialty practice area to patients, ages neonate through geriatric, focusing on medication safety. Activities may include, but are not limited to, drug therapy monitoring, providing drug information, patient counseling, and rounding with medical services.
- EF** 2. Coordinates departmental clinical intervention reporting.
- EF** 3. Coordinates departmental medication occurrence reporting and works with other departments to minimize the potential for repeat occurrences.
- EF** 4. Coordinates departmental adverse drug reaction reporting.
- EF** 5. Serves as secretary of the Medication Outcomes Management Subcommittee.
- EF** 6. Coordinates all medication use evaluations in the department and coordinates the presentation to the appropriate channels for review.
- EF** 7. Presents reports of the clinical intervention, adverse drug reactions, and medication occurrence reporting programs to the appropriate committees.
- EF** 8. Develops educational materials and provides educational programs for the pharmacy staff and other hospital personnel. Prepares educational materials for the house-staff on new policies.
- EF** 9. Works with individual staff members to apply clinical skills, including formulary management and drug therapy monitoring skills, and adverse drug reaction reporting.
- EF** 10. Serves as a preceptor for students from the affiliated colleges of pharmacy. Additionally, serves as a preceptor in the ASHP accredited residency program.
11. Contributes regularly to intra-departmental, interdepartmental, and professional publications. Gives presentations at local, state and national meetings. Presents in-services for pharmacy, medical, nursing, and nutrition staff members in area of specialty practice. Active in

professional organizations.

- EF** 12. Coordinates and participates in research projects which are in concert with the goals and objectives of the department. Promotes and assists research and publications efforts of the pharmacy staff members.
- EF** 13. Reviews and updates on an annual basis, all policies and procedures assigned by the Department Director.
- EF** 14. Participates in performance evaluations for pharmacy personnel including management.
- EF** 15. Assists in the development and monitoring of clinical services integration.
- 16. Participates in developing the department's annual budget as it relates to the specialty practice areas. Helps to maintain costs by achieving department objectives. Assists the medical staff in selecting therapy regimens, which cost-effectively meet individual patient needs.
- 17. Performs other job related duties as assigned.
- EF** 18. Serves as the clinical specialist on call to provide clinical coverage and mentoring for all personnel who require clinical pharmacy expertise and consultation.
- 19. Communicates effectively with patients, physicians, visitors, and other employees in a courteous, friendly, and helpful manner.
- 20. Exhibits the behaviors delineated by Service Plus key principles (maintains or enhances self-esteem, listens and responds with empathy, asks for ideas and offers suggestions.)
- 21. Exhibits the behaviors delineated by I CARE key principles (Integrity, Compassion, Accountability, Respect, and Excellence).
- 22. Performs all skills and functions related to working relationships.
- 23. Maintains an environment that assures all customers and all individuals are treated with dignity and respect.
- 24. Participates in making recommendations for improving working relationships in the work area.
- 25. Follows all hospital and department safety rules while on the job, including OSHA guidelines for safe handling of cytotoxic agents, universal blood and body fluid precautions, and the Hazard Communications Act.
- 26. Reports all accidents promptly and corrects minor safety hazards.

EF 27. Exhibits I CARE values.

EDUCATION REQUIREMENTS

Must possess an advanced degree (Pharm.D. or M.S.) related to the practice of pharmacy, or a minimum of four years of experience in a specialty practice area. In addition, he/she must have completed an accredited residency and/or fellowship, or have at least two years of experience working in a specialty practice area.

EXPERIENCE REQUIREMENTS

- Must have completed a post-graduate research project, which demonstrates originality and research competence in an area related to the practice of pharmacy. The work must have been accepted for publication or presentation at a national professional meeting.
- Must possess work experience with comprehensive pharmacy services, including unit-dose drug distribution, intravenous admixture preparation, and nutrition support services.
- Must have teaching experience.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED

- Must be licensed or eligible for licensure to practice pharmacy in the State of Texas. If eligible for licensure, must become licensed in Texas within three months of employment.
- Must maintain continuing education credits to maintain professional licensure

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Must possess effective oral and written communication skills.
- Should demonstrate a desire to contribute to the pharmaceutical literature.
- Should demonstrate basic background knowledge of biostatistical techniques and research methodology in drug evaluation techniques.
- Must demonstrate professional and technical competence in the critical selection, evaluation, and utilization of the pharmaceutical, medical, and scientific literature.
- Must demonstrate an understanding of the basic principles of rational drug therapy and be able to train others in providing rational drug therapy.
- Must possess professional knowledge, database, and judgment to accurately dispense medications and appropriately intervene in monitoring drug therapy for patient age groups, neonate to geriatric.
- Should possess a working knowledge of sterilization and aseptic techniques.

PHYSICAL REQUIREMENTS

See attached ADA activities checklist. Reasonable accommodation will be made to these requirements to enable individuals with disabilities to perform this work as required.

WORKING ENVIRONMENT

- Must be familiar with the Body Substance Isolation and Blood Borne Pathogen guidelines.
- Must be familiar with the OSHA guidelines for the safe handling of cytotoxic and hazardous substances.
- Must satisfy the Hazard Communications Act requirements.
- Must be able to work in an environment with high levels of potential latex exposure.
- Must be able to demonstrate advanced clinical expertise in a specialized patient care setting.
- Must be able to provide and coordinate clinical pharmacy services in the area of responsibility.
- Must be able to provide staff development conferences for the professional and technical staff.
- Must be able to serve as a role model for the Specialist I, other pharmacists, pharmacy students, and residents in the integration of clinical and dispensing services in the Department.

American Disabilities Act (ADA) Activity Checklist

<u>Work Environment</u>	<u>% of time spent</u>		<u>Mobility Requirements</u>	<u>Yes</u>	<u>No</u>
Inside	_____		Walk	_____	_____
Outside	_____		Run	_____	_____
<u>General</u>	<u>Yes</u>	<u>No</u>	Climb	_____	_____
Vision			- Stairs	_____	_____
- General	_____	_____	- Ladders	_____	_____
- Depth Perception	_____	_____	- Inclines	_____	_____
- Color Perception	_____	_____	- Objects/Equipment	_____	_____
Smelling	_____	_____	Crawl	_____	_____
Hearing/Listening	_____	_____	Carrying (30 lbs)	_____	_____
Speaking Clearly					
- Simple	_____	_____	<u>Occupational</u>		
- Complex	_____	_____	<u>Environmental Conditions</u>		
- English	_____	_____	Extreme Cold	_____	_____
- Foreign Language	_____	_____	Extreme Heat	_____	_____
Touching			Noise	_____	_____
- Hand	_____	_____	Dust	_____	_____
- Finger	_____	_____	Fumes/Odors	_____	_____
- Dexterity	_____	_____	Confined Spaces	_____	_____
- Sensitivity (heat, texture, etc.)	_____	_____	High Places	_____	_____
<u>Physical Activities</u>			Mechanical Equipment	_____	_____
Sitting	_____	_____	Electronic Equipment	_____	_____
Standing	_____	_____	Pressurized Equipment	_____	_____
Twisting	_____	_____			
Bending	_____	_____	<u>Equipment Used</u>		
Stooping	_____	_____	Keyboard	_____	_____
Squatting	_____	_____	Computer	_____	_____
Kneeling	_____	_____	Telephone	_____	_____
			TV Monitor	_____	_____
<u>Strength Requirements</u>			Mechanical Equipment	_____	_____
Heaviest weight lifted		_____	Mobile Equipment	_____	_____
Heaviest weight push/pulled		_____	- Non Motorized	_____	_____
Distance pushed/pulled		_____	- Motorized	_____	_____
			(includes cars, trucks, forklifts, etc.)		
<u>Lifting Requirements</u>			<u>Tools</u>		
Does the job require lifting weight? _____			Hand	_____	_____
	Above	At	Long Handle	_____	_____
	Shoulder	Below	Precision/Surgical Inst.	_____	_____
<u>Weight</u>			Power	_____	_____
01 - 10 lbs	_____	_____	Power Precision	_____	_____
10 - 25 lbs	_____	_____			
25 - 50 lbs	_____	_____			
over 50 lbs	_____	_____			

