

**Job Title: Medication Safety Systems
Manager / Medication Safety Officer**

Job Code:

Department: Pharmacy

Reports To: Senior Director of
Pharmacy/ Chief Pharmacy Officer

Supervises: N/A **Level:** ___ 1 ___ 2 ___ 3 ___ 4 ___ **N.A. Grade:**

Exempt: x Non-exempt: Union: Non-union: x

JOB PURPOSE:

Within established organizational and departmental policies and procedures, the Medication Safety Systems Manager / Medication Safety Officer is responsible for managing the various XXX Medication Use Safety and Improvement Plans. Primary, essential job functions include patient and medication safety, staff development/training and medication use improvement. A commitment to customer satisfaction, efficient/effective use of resources, teamwork, and innovation is required.

QUALIFICATIONS/REQUIREMENTS:

Education/Training:

- 1 Graduate of an accredited college/university with B.S. in Pharmacy or Pharm.D. degree is required.
- 2 Graduate of an accredited college/university with Masters degree in a relevant discipline is highly desirable.
- 3 Completion of an ASHP-accredited pharmacy residency is desirable.
- 4 Board Certification in Pharmacotherapy is desirable.
- 5 Specialized training in quality and patient / medication safety curricula is required.

Licensure: Must have a current license in good standing from the XXXXXXXX Board of Registration in Pharmacy or be eligible for licensure in MA. In lieu of an active MA license, candidates must attain MA licensure prior to working 1000 hours at the XXXXX XXXXXXXXXX. Failure to attain MA licensure within this time period will result in the discontinuation of employment at XXX.

Work Experience: Minimum of five (5) years experience as a pharmacist with at least three (3) years of clinical and/or management experience is required.

Physical Skills:

- 1 Sufficient mobility to negotiate the organization's various physical facilities.
- 2 Must be able to withstand extended periods of sitting or standing.
- 3 Ability to enter data into the computer.

Mental Skills:

- 1 Cognitive ability to observe, analyze and interpret general, technical and clinical data (verbal and written).
- 2 Good communication and behavioral skills.
- 3 Ability to effectively prioritize responsibilities while under pressure.

Working Conditions and Physical Environment:

- 1 Fluorescent lighting, no natural light.
- 2 Tile floors.
- 3 Controlled air system.
- 4 Some need to be in patient areas with possible inpatient contact.

Job – Specific Duties and Responsibilities (Primary):
1. As Medication Safety Officer develops and manages the XXX Medication Use Safety Improvement Plan. Participates in strategic and tactical planning and analysis of organization-wide patient safety activities.
2. Identifies and facilitates medication safety improvement projects. Ensures that ongoing operational improvements reflect medication safety best practices and/or address actual and potential system vulnerabilities.
3. Serves as an internal consultant on medication safety and other safety improvement projects.
4. Manages data reporting and information related to medication safety. Reviews and trends reported medication occurrences to identify and resolve potential system vulnerabilities.
5. Contributes to a culture of safety. Models optimal behavior and encourages others to participate in safety initiatives.
6. Manages the XXX Pharmacy Performance Improvement Plan. Ensures ongoing measurement and improvement of operations.
7. Manages the XXX Pharmacy Medication Use Improvement Plan. Ensures ongoing measurement and improvement of medication use.
8. Manages the XXX Pharmacy staff development, training and continuing education processes.
9. Presents to professional and lay audiences; publishes results of XXX professional activities.
10. Works effectively and proactively with other pharmacy managers and staff to ensure that departmental goals and objectives are achieved.
11. Able to perform all aspects of the staff pharmacist job function.
12. Ensures compliance with all applicable regulations, laws, and standards of practice.

Identifies the unique needs and implements appropriate interventions for the age-specific categories circled below:

- 1 Neonate
- 2 Pediatric
- 3 Adolescent
- 4 Adult (18-59)
- 5 Geriatric (60 +)

Other Job Duties and Responsibilities:
1. Integrates growth and development needs into the delivery of patient care for the populations served.
2. Uses communication methods appropriate for the patient developmental stage.
3. Accurately assesses the patient's ability to follow directions for completion of treatment.
4. Identifies and manages any special issues, concerns and risks for age specific populations.
5. Performs other related duties as assigned or directed.

How have you assessed these age-specific competencies?

Organizational Duties and Responsibilities:
1. Is responsible for creating a respectful environment for our patient and ourselves. Demonstrates respect for differences in language, culture, race, religion, citizenship, gender, and sexual orientation and does not discriminate on the basis of income, insurance status, immigration status, or disability.
2. Complies with the Alliance policy on confidentiality of information regarding patients, families and co-workers.
3. Adheres to dress code; appearance is neat and clean.
4. Completes annual educational requirements, in-service training, and competence assessment as required.
5. Wears identification while on duty.
6. Reports to work as scheduled and ready to receive assignments; minimal unscheduled absences.
7. Attends meetings and participates in committees as required.

This job description is intended to describe the general nature and level of work performed by persons assigned to this classification. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of employees who hold this position.

I understand that I am responsible for learning the rules and regulations that affect my position as communicated to me or as required by my position's professional standards. I am also responsible for complying with these rules and regulations at all times, and to report all known violations to my supervisor or to the Compliance Manager.

Employee Signature

Date

Supervisor Signature

Human Resources Concurrence:

HR Reviewer

Date