

**XXXXX XXXXXXXXXX
Job Description**

Job Code:

Job Title: Pharmacy Clinical Coordinator
Subtitle: Medication Safety Coordinator

FLSA Status: Exempt

Department Number: Pharmacy

Department Name: Director of Pharmacy, Assistant Director of Pharmacy

Reports to:

Division Vice President:

Job Summary:

Develops and coordinates medication safety programs and initiatives to ensure safe and appropriate medication use processes for patients. Serves as a liaison between pharmacy, nursing, medical staff, and other healthcare professionals in order to ensure safe and standardized medication use processes. Coordinates activities, leads staff, and manages systems related to medication safety to ensure that the medication use process meets or exceeds the reasonable expectations of customers.

Primary Accountabilities:

1. Adheres to the general hospital standards to promote a cooperative work environment by utilizing communication skills, interpersonal relationships, and team building.
 - Following hospital policies and procedures.
 - Following departmental policies and procedures.
 - Contributing to the overall quality of services.
 - Assuming responsibility for keeping informed about changes in policies and procedures.

2. Coordinates activities for the assigned responsibilities by adopting and integrating the philosophy and principles of Total Quality.
 - Participating in quality, strategic and operational planning.
 - Managing work processes in the area.
 - Coordinating daily activities to provide consistent customer services.
 - Working with staff to develop and implement goals, objectives and plans.
 - Developing and implementing area policies, procedures and programs to meet customer needs.

3. Updates knowledge and skills of self and other health care professionals to maintain, improve and document competency.
 - Attending all required inservices to meet JCAHO, OSHA and other departmental requirements.
 - Completing skills development courses.
 - Learning and applying new policies and procedures.
 - Maintaining current registration with the North Carolina Board of Pharmacy.
 - Assisting with the training of new employees, residents and students.

4. Participates in the team approach to quality improvement to support the Pharmacy Department's commitment to the philosophy and principles of Total Quality.
 - Participating in the establishment of area and departmental goals and objectives.
 - Setting and meeting individual goals which contribute to team success.
 - Participating in peer review activities.
 - Participating on department and interdisciplinary teams to resolve problems and improve processes.
 - Contributing to team results.
5. Serves as a resource of information and assistance to staff in procedural problem-solving and implementation of new medication safety related procedures.
 - Serving as a resource to staff by answering questions and providing needed information.
 - Providing inservices and individualized training to correct and prevent identified medication safety related problems.
 - Keeping up with current patient safety literature.
 - Providing educational opportunities for medical staff, nurses, and/or other allied health care professionals to expand their understanding of safe medication use.
6. Coordinates area of responsibility to promote a collaborative, team-focused work environment.
 - Coordinating activities with other departments by participating on hospital committees and teams related to patient safety.
 - Serving as a liaison between pharmacy, nursing, medical staff, other healthcare professionals, and risk management to ensure a safe and standardized medication use process.
 - Working with management and staff to ensure compliance with regulatory and accreditation standards.
 - Managing the work environment to maximize productivity.
7. Evaluates medication variances to identify potential systems improvements.
 - Working with pharmacy, nursing, medical staff, and other healthcare professionals to minimize potential for repeat occurrences.
 - Participating in Root Cause Analyses and Failure Mode and Effects Analyses that have a medication component in order to identify opportunities for quality improvement.
8. Coordinates ongoing, proactive processes to evaluate and improve the medication use processes.
 - Developing a process of surveillance of current practices to identify areas of vulnerability.
 - Reviewing medication error/adverse drug event literature (e.g., ISMP Medication Safety Alert), to proactively address potential medication safety related issues in the medical center.
 - Implementing, when appropriate, best-practices identified in the literature that relate to medication safety.
9. Provides age/developmental appropriate care in accordance with Age/Developmental Specific Guidelines for the age groups served when participating in patient care.
 - Recommending doses that are appropriate for the patient's age.
 - Incorporating patient age when assessing responses to medications.
 - Providing education to patients/care givers consistent with the age and developmental level of the patient/family.
 - Maintaining competence related to age-specific pharmaceutical care.

This Job Description is an overall statement of accountabilities and activities performed by incumbents in this position. The incumbent may be requested to perform duties other than those described in this description.

10. Participates in planning processes by establishing personal goals to support quality improvement efforts and contribute to the achievement of departmental objectives.
- Setting goals and objectives annually as part of the Annual Employee Review process.
 - Developing action plans to show how and when the goals will be met.
 - Implementing the action plans to achieve the goals.
 - Providing periodic status reports of progress made toward meeting goals.
 - Revising goals as needed to reflect changing roles and department priorities.

**Job Specifications
Clinical Coordinator Subtitles**

Physical Requirements:

	Less than 35% of the time	From 35% to 65% of the time	More than 65% of the time	Not Applicable
Standing and Walking Rounding, Teaching, Going to Meetings, Staffing				
Sitting Preparing Educational Materials, Reviewing Charts, Computer Use, Office Work				
Bending, Reaching with Arms Answering Phone, Retrieving Information, Stock				
Finger and Hand Dexterity Writing, Computer Use, Calculating, Dialing Phone				
Talking, Hearing, Seeing Teaching, Consulting, Providing Drug Information				
Lifting or carrying up to 20 pounds. Lifting unit dose cassettes, stock, and books				
Medium Work - Lifting 50 lbs. Maximum				
Heavy Work - Lifting 100 lbs. Maximum				

Work Environment:

- Possible exposure to the risk of bloodborne and/or airborne pathogens.
- May be exposed to infections and contagious disease.
- Possible exposure to latex.
- Noise generated from telephones, computers/printers, hoods, robot and verbal communication.
- Handles emergency or crisis situations.
- Subject to many interruptions.
- Pressure due to multiple demands.
- Potential for criminal activity (e.g., robbery)
- Subject to changes in work schedules and areas to meet customer/department needs.

Job Specifications
Clinical Coordinator Subtitles

Education:

- Graduate from an accredited School of Pharmacy with a B.S. or Pharm.D. degree is required.
- Advanced Degree is preferred.
- Completion of a Residency Program is preferred.
- IDX and programming systems training preferred for Info Systems Specialist.

Experience:

- 1-2 years experience in hospital pharmacy is preferred.
- Five years experience in hospital pharmacy informatics is preferred for Info Systems Specialist.

Licensure, Certification, and/or Registration:

- Active registration with the XXXXX XXXXX Board of Pharmacy is required.

Skills and Qualifications:

- Ability to communicate on a professional level with physicians, nurses and other professional staff when discussing drugs and drug-related problems.

Special Characteristics:

Effective Date of Original
 Reviewed/Revised
 Reviewed/Revised
 Reviewed/Revised
 Reviewed/Revised
 Reviewed/Revised
 Reviewed/Revised
 Reviewed/Revised

Approvals:

 Approved by

Director of Pharmacy
 Job title

 Date