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SECTION III (Parts A and B)
JOB DUTIES

Job Purpose:

To coordinate medication safety activities for the Department of Pharmacy Services. This includes, but is not limited to, the coordination of performance improvement activities, policies and procedures, and JCAHO/DHEC/ASHP and other regulatory agency recommendation that relate to medication safety. In addition, the medication safety coordinator will serve as the department's representative on various institutional committees standards.

<p style="text-align: center;">Part A JOB TASKS</p> <p>Job Tasks and Objectives (optional) account for 70% of the performance evaluation rating.</p>	<p style="text-align: center;">% weight</p>	<p style="text-align: center;">Performance Level S(4) E(3) M(2) B(1) weigh x rating = score (use whole number percentage weight in this calculation)</p>
<p>1. Job Task: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Marginal</p> <p>Coordinates the department medication safety program. Assists the Director in Representing the department in medication safety initiatives.</p> <p>Success Criteria: Medication Occurrence reporting program Coordinates the Medication Occurrence report activities within the Depart of Pharmacy Services</p> <p>Develops graphs for displaying medication reports by phase, type, drug, and other indications when necessary to trend data.</p> <p>Develops indicator data for medication occurrences and tracks progress and compliance of improvement</p> <p>Reviews medication safety occurrence information from aggregated data reports (Risk Management) and individual occurrence reports to prioritize departmental medication safety efforts.</p> <p>Performs root cause analyses on select "near miss" medication occurrence to result in risk reduction activities.</p> <p>When applicable, uses the principles outlined in FMEA (Failure Mode and Effects Analysis) to review medications occurrences and revised processes.</p> <p>Medication Safety Team Servers as the Secretary for the Medication Safety Team (MST)</p> <p>In conjunction with the Pharmacy Director, coordinates the assembly of background materials (from MUSC medication occurrence reports, ISMP newsletters, JCAHO Sentinel Event Alerts, ect) and subsequent discussions of specific items at the MST.</p> <p>Interdisciplinary liaison of Medication safety Acts as liaison to other disciplines involved in the medication use process.</p> <p>When requested, serves as an interdisciplinary member to the root cause analysis (RCA) team for sentinel events.</p> <p>When applicable, resents opportunities for improvement to MCIG, Pharmacy and Therapeutics committee, Patient Safety Committee and other external committees.</p>	<p style="text-align: center;">80%</p>	<p><input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p>

Serves on departmental and institutional committees as medication safety representative. Committees include but are not limited to, Medication Safety Team, Forms Committee, Patient Safety Committee, MUSC Policy and Procedure Committee, and the Formulary Subcommittee

Medication Safety Indicators

Collects, analyzes, and develops graphs for specific indicators such as monthly pediatric digoxin double check, high alert double checks, and dose check over-ride documentation.

Selects at least one "high risk" procedure or drug per year and develops a proactive risk reduction strategy. Develops a monitoring method to track variation. Reports findings to the Director, appropriate managers and coordinators.

Tests and implements specific redesigned process created to incorporate risk reduction activities.

Annually reviews high-risk medication occurrence reports and compiles a "track record" of improvements to include monitoring and compliance.

Risk Reduction Activities

In conjunction with the Pharmacy Managers and the Director, incorporates findings from investigations to medication occurrences into departmental policies, protocols, procedures, ect. using performance improvement methodology (FOCUS-PDCA).

Develops and recommends new policies and procedures for patient safety based on reports of incidents, medical/health care errors, and other relevant information.

Utilizing the organizational performance improvement model (FOCUS-PDCA), coordinates the redesign of the process and/or underlying systems to minimize the risk of undesirable variation or to protect patients from the effects of the undesirable variation. Follows critical analysis and identification of failure mode (process variation) methodology.

Considers current and future technology in the design of medication safety initiatives.

Assists the Director, managers, and other external to the department in ensuring consistent standards of care for medication safety are present and enforced through out the organization.

Assists in the development and implementation of process changes to improve medication safety.

Provides medication error information from the literature for items under consideration for the XXXX XXXXX.

Conducts HFMEA on topics of potential risk in medication safety.

Initiates performance improvement activities based on medication safety, policy, and general pharmacy practice issues.

Medication safety promotion and training

Develops, reviews, and participates in patient safety training. Incorporates this into the new employee orientation.

Educates pharmacy, nursing, and physician staff relating to promotion of medication safety.

Provides feedback (through presentations, newsletters, ect) on the outcomes of changes in medication safety processes.

Comments:

2.	<p>Job Task: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Marginal</p> <p>Coordinates the Policy and Procedure Process</p> <p><u>Success Criteria:</u></p> <p>Coordinates the review process for new/revised policies.</p> <p>Coordinates routine revision/review of existing policy</p> <p>Coordinates inclusion of new and revised policies into the Pharmacy Services policy and procedure manual, as well as other manuals (MUSC, etc).</p> <p>Serves as the pharmacy liaison for external P&P committees (clinical Services, MUSC, Infection Control, etc)</p>	5%	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
3.	<p>Job Task: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Marginal</p> <p>Coordinates JCAHO readiness for the department</p> <p><u>Success Criteria:</u></p> <p>Promotes continuous compliance with JCAHO and SCDHEC standards throughout the department.</p> <p>Promotes the development of new activities and assists with implementation based on new or revised JCAHO/DHEC standards.</p> <p>Educates staff on changes in JCAHO/DHEC standards</p> <p><u>Comments:</u></p>	10%	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1
4.	<p>Job Task: <input checked="" type="checkbox"/> Essential <input type="checkbox"/> Marginal</p> <p>Performs other related duties as assigned</p> <p><u>Success Criteria:</u></p> <p>Performs other related duties as assigned</p> <p><u>Comments:</u></p>	5%	<input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1