

JOB DESCRIPTION

JOB TITLE: MEDICATION SAFETY COORDINATOR
DEPARTMENT: PHARMACY SERVICES
REPORTS TO: CORPORATE DIRECTOR OF PHARMACY

This job description is based on an evaluation of the position at the time this description was written. This job description will change from time to time as tasks, organization and technology change. Accordingly, the employer reserves the unlimited right to revise all or any part of this job description and the essential functions of the job and to add or eliminate essential functions of any position. Designation of any job duty as an "essential function" is not intended as an assurance or guarantee that an employee has any right to perform the particular job duty, except as required by the employer.

QUALIFICATIONS:

- BS Pharmacy required. MBA/MS (or equivalent education/experience) and/or Pharm.D. preferred.
- Three to five (3-5) years appropriate acute care pharmacy experience.
- Strong understanding of accreditation standards as they relate to medication safety management
- Thorough working knowledge of pharmacy operations, processes and policies appropriate to a hospital setting.
- Understands performance improvement mechanisms and data collection.
- Demonstrates strong communication, organizational and planning skills.
- Virginia license (or licensure eligibility) required.

LICENSE, CERTIFICATION AND/OR REGISTRATION:

- Current and up-to-date licensure and certification. Maintains full pharmacist credentialing.

POSITION SUMMARY:

Reviews, coordinates, administers, implements medication safety initiatives. Oversees adverse drug reaction reporting activities. Assists the Corporate Director of Pharmacy and other management staff in the administration, supervision and consolidation of medication safety initiatives. Serves as a resource to system Pharmacy Directors and performance improvement departments on matters of medication safety and regulatory compliance.

TEMPERAMENT:

Attention to detail; ability to work quickly and accurately; able to prioritize work demands; able to maintain professional demeanor with patients, physicians and employees; demonstrates good interpersonal and communication skills.

PHYSICAL DEMANDS:

Administrative Support Staff – Staff positions that provide administrative job functions that have no direct patient care duties (sedentary)

Requires functional range of body mobility including: moving about freely in the workplace assessing and/or operating office equipment. May require manual or finger dexterity and eye-hand coordination sufficient to assist patients and/or customers and/or to handle and use required instruments and machinery/tools with moving parts. Requires sufficient hearing and eyesight to record, prepare, discern and communicate appropriate reports. Requires sufficient hearing and verbal communication skills to interact directly and indirectly with all customers. Corrected vision and depth perception sufficient to identify and discern printed words, instruments and instructions. Able to respond and communicate to spoken words and other auditory sounds in the workplace.

Effective Date:

Revision Date:

Review Date:

Human Resources:

Responsibility Area and Performance Standards (Evaluated with team member input)	1	2	3	4
<p><u>Performance Rating Key:</u> 1 = Does Not Meet Standards, 2 = Meets Standards, 3 = Generally Exceeds Standards, 4 = Outstanding</p>				

20%	<p>QUALITY PROCESSES AND RISK MANAGEMENT</p> <ul style="list-style-type: none"> ➤ Oversees the reporting of adverse drug reaction (ADR) reporting. Analyzes ADR data and disseminates appropriate policies and procedures to improve medication use. ➤ Reviews and analyzes monthly medication related risk reports. Ensures that a root-cause analysis is conducted for significant medication errors. ➤ Identify the extent of the health system's adherence to published best practices and guidelines relevant to medication-use safety. ➤ Identify opportunities for proactive change in the medication-use system suggested by published events or recommendations focused on medication-use safety. Ensure health-system adoption of modifications to the medication-use system on the basis of comparisons with best practices, guidelines, published events, and recommendations. 				
10%	<p>GOALS, POLICIES AND PROCEDURES</p> <ul style="list-style-type: none"> ➤ Assists Corporate Director of Pharmacy in developing medication safety goals and objectives for each entity and Valley Health as a whole. ➤ Assists Corporate Director of Pharmacy in development, approval and implementation of policies and procedures through entity managers that support medication safety. ➤ Participates in collaborative interdisciplinary practice through active participation in hospital committees (including Pharmacy and Therapeutics, Medication Use, Performance Improvement Council, Investigative Review Board, and Pharmacy Operations Improvement Team meetings). ➤ Coordinates interdepartmental and intradepartmental medication safety activities. ➤ Ensures that all patient-specific and medication-specific information needed to support effective medication-related patient care decisions is readily available in a useful form to physicians, nurses, pharmacists, and other pertinent health care providers. 				

<p>5%</p>	<p>MEDICATION STANDARDIZATION AND STORAGE</p> <ul style="list-style-type: none"> ➤ Ensure that all formulary decisions critically consider medication safety. ➤ Ensure that parenteral solutions, medication concentrations, doses, and administration times are standardized whenever possible. ➤ Minimize the potential for errors associated with medication products due to labeling, packaging, or medication names that look or sound alike. ➤ Ensure that medication storage is safe and secure throughout the institution. Ensure the safety of product changes. 				
<p>15%</p>	<p>MEDICATION PRESCRIBING, PREPARATION, DISTRIBUTION, DISPENSING AND ADMINISTRATION</p> <ul style="list-style-type: none"> ➤ Ensure that processes for prescribing and monitoring medication therapy minimize the potential for medication errors. ➤ Ensure that methods for the communication and transcription of medication orders minimize the risk of errors. ➤ Ensure that double-checks and other verifications are in place to ensure the safety of medications requiring special preparation (e.g., medications requiring extemporaneous compounding, anti-neoplastic agents, and new medications with unique preparation requirements). ➤ Ensure that medications are delivered to patient care areas in a safe and secure manner and are available for administration within a time frame that meets essential patient needs. 				
<p>10%</p>	<p>LEGAL AND REGULATORY COMPLIANCE</p> <ul style="list-style-type: none"> ➤ Ensure compliance with accreditation standards and with federal, state, and local regulations related to medication-use. ➤ Regularly review sources of new/revised laws and regulations, determine applicability to the system and each entity, develop policies to ensure compliance, and educate stakeholders on the corporate and entity levels of changes implemented. ➤ Serves as a resource to system Pharmacy Directors and performance improvement departments on matters of medication safety. 				