

**Position Description**  
**University of XXXXX Hospital and Clinics**  
CPOE-Focused Medication Use Policy Analysis

University of XXXXXXXX Hospital and Clinics is committed to the highest standard of Customer Relations principles for its patients, visitors and fellow staff members. Staff will serve as role models by practicing exemplary behaviors when working with patients, visitors and fellow staff members.

**JOB TITLE:** Clinical Pharmacist, Center for Drug Policy and Clinical Economics

**DEPT:** Pharmacy

**REPORTS TO:** Director, Center for Drug Policy and Clinical Economics  
  
Clinical Associate Professor  
UW-Madison School of Pharmacy

**COST CENTER:** 1370

**FLSA STATUS:** Exempt

**DATE:** August 2003

**POSITION SUMMARY**

Under the direction of the Director of the Center for Drug Policy and Clinical Economics (CDPCE), and in collaboration with the leadership and staff of the XXXX Department of Information Systems, the Clinical Pharmacist position is responsible for the coordination of medication use policy activities related to the computerized physician order entry (CPOE) system within XXXX.

The Clinical Pharmacist will serve as the primary professional staff member in the Department of Pharmacy responsible for the clinical and medication use policy dimensions of the CPOE system. As described above, the responsibilities cover all aspects of medication use policy analysis, from the development of new decision support tools through the maintenance of existing tools. This position is responsible for the coordination of this system with an intimate understanding of changing scientific and biomedical evidence, a dynamic medication distribution system (being altered to maximize safety and efficiency using various technology and human resources), and maturing technology (of the CPOE system itself).

Medication use policy analysis tasks will include both the evaluation of scientific and biomedical evidence, as well as the utilization of the expertise of various scientists and clinicians at the University of XXXXXXXX (at XXXXX and on campus) to formulate policy recommendations that

meet the standards set by the XXXX Medical Board for an evidence-based approach to policy-making. Skills in biomedical literature evaluation are required. Policy recommendations developed must be reviewed and endorsed by existing medical staff governance bodies, including (but not necessarily limited to) the XXXX Drug Use Evaluation Committee, Medication Safety Committee, Antimicrobial Use Subcommittee, Pharmacy and Therapeutics Committee, Provider POE Team, and the full Medical Board. The Clinical Pharmacist will serve as the liaison to those groups in this regard; frequent interaction with medical staff and other health care professionals is required.

The implementation of new policies is a pivotal component of medication use policy analysis, and this position is responsible for putting all approved policies into action. This will require close interaction with IS personnel, as well as physicians, pharmacists, nurses and others who are affected by the policy. Creating policies that are valid and appropriate, as well as practical and efficient (from an implementation standpoint) is a key responsibility of this position.

As scientific and biomedical evidence is dynamic, medication use systems are continuously revised, and CPOE technology is advancing, the maintenance of all clinical decision support tools is necessary. This position is responsible for monitoring the continuing relevance, appropriateness and effectiveness of all active clinical decision support tools, rules and alerts, and when found lacking to coordinate required modifications.

Exceptional communication skills (both verbal and written) are required, as is a complete knowledge of dozens of drug information reference resources for practice as a Clinical Pharmacist in this area.

While a relatively minor component of the position, the Clinical Pharmacist will have some teaching and training responsibilities, and will have an appointment at the UW-Madison School of Pharmacy as a Clinical Instructor. The Clinical Pharmacist will be expected to participate in the experiential training of Doctor of Pharmacy candidates, pharmacy residents and health services research fellows who routinely work in the Center. Every year, approximately 110 Doctor of Pharmacy students are precepted by the Clinical Pharmacist in the Center. The Clinical Pharmacist also provides training for pharmacy research fellows and for 14 pharmacy residents annually. The Clinical Pharmacist provides direct supervision for program assistants and pharmacy students practicing in the Center. Total numbers are 2 program assistants and 3 pharmacy students. Creativity and innovation are required for the success of the Center's mission and the successful coordination of the CPOE system.

The Clinical Pharmacist assures on-going improvements in the activities of the Center through personal continuing education, collaborative problem solving, research, and participation in the department's, medical center's, and integrated health system's improving organizational performance program. The Clinical Pharmacist must maintain professional continuing education in order to meet applicable regulatory standards, including those of the Wisconsin Pharmacy Examining Board.

This position has independent responsibility for organizing and planning daily activities in order to accomplish daily goals, as well as broader Center, departmental and organizational goals and objectives.

### **CORE ORGANIZATIONAL COMPETENCIES**

**Technical Skill:** Incumbent performs his/her job demonstrating technical ability, understanding of job expectations and compliance with organizational policies and procedures. The incumbent performs the following job responsibilities:

In cooperation with the POE physician and other team members, coordination of medication use policy activities related to the computerized physician order entry (CPOE) system within XXXX, including the development of new policies to be implemented through CPOE, coordination of the approval process for all policies for CPOE, coordination of CPOE policy implementation, including testing and evaluation, and the maintenance of existing CPOE policies. Each of these aspects are described in greater detail below.

(20%)

1.0 Utilizing all available scientific and biomedical evidence and expert clinical opinion, and with a detailed understanding of both the capabilities (current and future) of the CPOE system and the existing medication distribution system, identify, prioritize and develop and test clinical decision support tools in various clinical areas for CPOE. Decision support tools include:

- 1.1 Real-time screening and edits for drug-drug interactions, allergies, etc.;
- 1.2 Decision rules (dosing appropriateness, route selection, dose adjustment rules for end-organ dysfunction, etc.);
- 1.3 Prescribing guidelines and restrictions;
- 1.4 Medication order sets;
- 1.5 Clinical practice guideline compliance tools (hard edits, reminders, etc.);
- 1.6 Formulary product selection guidance;
- 1.7 Cost containment programs including automatic therapeutic interchange programs;
- 1.8 Others as needed and developed.

(10%)

2.0 Working under existing medical staff governance structures, coordinate the review and endorsement of clinical decision support tools prior to implementation.

(10%)

3.0 Coordinate, provide staff support for, and serve as a member of the Provider CPOE Multi-Disciplinary Clinical Team and other Multidisciplinary POE work teams as necessary (e.g.; Allergy team, Pharmacy Detail team, Formulary team, Clinical Rules team, Orders and Order Sets team, Operations Design team, Interface team, etc).

(20%)

4.0 Working closely with IS staff to understand system programming requirements, capabilities and limitations, as well as to implement new decision support tools in the CPOE system.

(5%)

5.0 Provide assistance with software vendor providing CPOE system as well as with software vendors (including the pharmacy operations system) interfacing with the CPOE system.

(10%)

6.0 Monitor all existing decision support tools in place throughout the CPOE system to ensure continued scientific and clinical relevance and appropriateness, making modifications to tools as necessary. Also, make modifications as required based on formulary changes, medication shortages, etc.

(15%)

7.0 Serve as primary communication conduit to medical, pharmacy, nursing and IS staff with regard to the implementation of new or modifications to existing CPOE clinical decision support tools.

7.1 Report monitoring activities associated with clinical decision support tools to appropriate UWHC quality improvement committees as IOP initiatives in support of JCAHO accreditation requirements.

7.2 Assist in the coordination of the Unity Drug Use Evaluation program, including the activities related to NCQA accreditation.

7.3 Coordinate and provide staff training on the use of the CPOE-based clinical decision support tools (including training aimed at physicians (faculty and house staff), pharmacists, nurses and IS personnel).

7.4 Utilizing resources available through the Center for Drug Policy, serve as a primary point of contact for all CPOE users for assistance with the use of CPOE-based decision support tools

(5%)

8.0 Cooperate with POE team members to identify and conduct CPOE project outcomes studies.

(5%)

9.0 In addition to specific CPOE activities described above, participate in activities related to experiential training as a member of the CDPCE staff.

9.1 Assist with the training of fellows, pharmacy residents and pharmacy students.

9.2 Assist with the clerkship experience of Pharm.D. students rotating through the Center.

9.3 Serve as an active, part-time, faculty member of the School of Pharmacy, Pharmacy Practice Division at the rank of at least Clinical Instructor.

9.4 Provide assistance with continuing education activities for the pharmacy staff.

9.5 Attend pharmacy inservices, seminars, lectures and continuing education programs

**Teamwork:** Incumbent is expected to participate as a member of the Department of Pharmacy sharing mutual goals and a common mission. Incumbent will demonstrate respect and cooperative relationships in fulfilling the goals and mission of XXXX and this position.

- 1.0 Interact with hospital and medical staff departments regarding drug policy issues and programs as they relate to the functions of the CPOE system and the CDPCE.
- 2.0 Interact with XXXX Information Systems personnel on matters that relate to the functions of the CPOE system and the CDPCE.
- 3.0 Participate in activities that positively affect the morale of the Center, Department and Medical Center.
- 4.0 Participate in the training and professional development of others.

**Communication:** Incumbent will demonstrate good interpersonal skills with all whom they interact including other hospital staff, visitors, and most importantly, patients and their family members. All communications, verbal and written, should demonstrate a commitment to customer service and excellence. Incumbent must effectively send, receive, and respond to information ensuring a high level of patient care and service.

- 1.0 Participate in the production and distribution of all communications related to the CPOE system, through newsletters, announcements, clinical practice guidelines and the drug formulary to health professionals in the medical center as well as the XXXX regional health system.
- 2.0 Read and respond to e-mail and other communication in a timely fashion.
- 3.0 Maintain patient confidentiality standards.
- 4.0 Provide feedback in a timely fashion to individual personnel and management through formal and informal mechanisms.

**Initiative:** Incumbent is committed to and performs quality work contributing to quality patient care. Incumbent assumes responsibility and accountability for his/her actions. To meet the challenges of a changing environment, incumbent is timely in meeting his/her job responsibilities and strives to provide excellent customer service. Incumbent values accomplishments and shows enthusiasm and pride in the hospital. Incumbent demonstrates a self-directed work effort that confirms the ability to recognize personal strengths and weaknesses. Incumbent is expected to develop goals for professional growth and strive to achieve those goals.

- 1.0 Participate in the continuous development of the Center for Drug Policy as a unique organization (one of only a few similar entities in medical centers throughout the world). Support the goals and objectives of the Center to ensure the distinctive qualities of the Center.
- 2.0 Seek new opportunities to promote the safe, rational, and cost-effective use of medications through the development, implementation and maintenance of applied drug policies in both XXXX and the XXXX Regional Health System.
- 3.0 Develop and initiate a plan for life-long learning.

- 4.0 Delegate appropriately.
- 5.0 Promote the concept of pharmaceutical care and the value of medical therapy to staff, patients, customers and the public.
- 6.0 Complete projects in a timely manner.

**Customer Service:** Incumbent is expected to demonstrate a commitment to courteous, sincere, and sensitive customer service. Incumbent will present a positive and caring attitude in all interactions with patients, visitors, and staff. Incumbent is patient, tolerant, and accepts diversity. Incumbent presents a positive image of themselves and of the hospital in all personal and telephone interactions.

- 1.0 Project self as professional image role model through dress, appearance, and behavior.

**Quality Improvement:** Incumbent demonstrates a commitment to quality and excellence. Problems are solved through critical evaluation of data-based information and continuous improvement efforts that lead to effective quality-based outcomes. Incumbent is expected to be able to accurately identify and diagnose an issue, identify alternatives, implement a plan, evaluate and communicate results.

- 1.0 Participate in the quality improvement functions of the CDPCE
- 2.0 Participate in functions of the XXXX Drug Use Evaluation program (as delegated by the XXX Medical Staff and Pharmacy and Therapeutics Committee), including the activities related to the CPOE system and JCAHO accreditation.
- 3.0 Using improving organizational performance (IOP) concepts, participate in the development, implementation, and measurement of CPOE clinical decision support tools.

### **MINIMUM QUALIFICATIONS**

- Licensed pharmacist or eligible in State of Wisconsin.
- - PharmD degree.
- Residency training in pharmacy practice, drug information, or pharmacy administration.
- Knowledge of educational and experiential methods, with teaching experience preferred. Minimum expectation is desire to provide quality educational experience.
- Expertise in biomedical literature evaluation and statistics.
- Outstanding verbal and written communication skills (English language required).
- Computer skills.
- Familiarity with drug use evaluation methods.
- Experience in drug policy analysis and drug formulary management.

### **WORK SCHEDULE**

Primarily 1<sup>st</sup> shift, with expectation of being on-call during 2<sup>nd</sup> shift periodically, with infrequent 3<sup>rd</sup> shift requirements; some weekend and holiday on-call responsibilities.

**FTE PERCENT**

100% or as agreed.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

I have read and understand that the statements above are a description of the functions assigned my position.

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_