

XXXX JOB DESCRIPTION

POSITION SPECIFICS				
Title: Clinical Pharmacist - Informatics		Department/Number: 1365		
Reports to: Pharmacy Manager		Position Number:	PD Status: New	
Job Code:	FLSA Status: Exempt	FTE:	Bargaining Unit: 99-Nonrep	Pay Grade: 8C
Manager Approval: ST	Date: August 21, 2006	HR Approval: JLB Date: August 21, 2006		

SUMMARY

The Clinical Pharmacist - Informatics will be responsible for the clinical and medication use policy dimensions of the pharmacy information system, the integrated medical record, clinical documentation system, and the inpatient and ambulatory prescriber order entry systems. This person is responsible for the coordination of the system with an intimate understanding of changing scientific and biomedical evidence, a dynamic medication distribution system, and maturing technology.

The position is responsible for achieving in-depth knowledge of the software and to build and maintain EPICRx and the medication related components of other EPIC applications. The incumbent in this job will conduct regular day-to-day communication with Epic's installation team, review the software, analyze business operations, and work with Epic staff and XXXX team members to tailor the system to fit department needs. The incumbent will perform in-depth analyses of clinical and technical issues associated with the use of the Epic software.

The Clinical Pharmacist - Informatics is also responsible for developing and documenting the internal procedures that will be used in conjunction with Epic applications.

This position also serves as a part-time Clinical Staff Pharmacist.

MAJOR RESPONSIBILITIES

1) Facilitates the development of EPIC system specifications tailored to departmental use and future business need.

- Meets with pharmacy informatics team members, Information Technology Systems Analysts, and EPIC staff to facilitate discussion of application specification.
- Works with the pharmacy staff and management to acquire an understanding of the underlying needs of the department and translates these needs into how the system should be built.
- Develops and documents internal procedures.
- Reviews prior system specifications to understand current system applications.
- Prepares details of specifications as needed and understand choices in application specifications.
- Investigates preferred choices of users.
- Analyzes data conversion needs.
- Sets standards for naming and numbering conventions and security classifications.
- Assists trainers during user training.
- Collects information regarding potential system enhancement needs.
- Maintains project plan status and regularly updates client department on project implementation and timeframe status.

2) Builds EPIC application according to department specifications.

- Configures EPIC application according to use specifications.
 - Manages and develops orders sets in collaboration with the knowledge management system oversight provided by Zynx.
 - Responsible for building complex medication orders (mixtures, IV solutions, parenteral nutrition, chemotherapy, etc). and investigational medication orders
 - Tests the medication order build of non-pharmacist team members
 - Oversees the clinical knowledge databases (drug-drug interactions, route selection, etc), guideline compliance rules (hard edits and reminders), and decision support toolsets (flags and reminders).
- Prioritizes and implements changes requested for the system.
- Establishes change control procedures for the system.
- Coordinates soft updates and change with users.
- Works with users on sharing of data and category lists.

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- Reviews and tests each new release and communicates changes needed to Epic Staff before users are permitted to access new releases.
- Maintains rules and documentation for how each new version is released.
- Analyzes new functionality in releases to determine whether or how it should be used.

3) Coordinates technical system changes with XXXX I/S staff and EPIC staff.

- Maintains issues list to regularly update EPIC and I/S staff on technical implementation of issues and resolutions.
- Works with EPIC staff to understand user specifications that may require more specific tailoring or configuration.
- Populates databases with assistance from EPIC staff.
- Serves as liaison between users and EPIC's staff and I/S Staff to respond to technical questions.

4) Maintains a Clinical Pharmacist Practice

- Works on a part-time basis as a clinical staff pharmacist within XXXX

QUALIFICATIONS

Education	Minimum	Bachelor's of Pharmacy degree
	Preferred	Doctor of Pharmacy degree
Work Experience	Minimum	Residency training in pharmacy practice, drug information, or pharmacy administration or equivalent experience
	Preferred	Experience in pharmacy informatics
Licenses & Certifications	Minimum	Licensed pharmacist or eligible in State of Wisconsin
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Project management skills (ability to lead meetings, prioritize, resolve conflicts, maintains issues lists, manage project plan.) • Detail oriented to understand client (user) business and how EPIC may be configured to meet business needs. • Computer skills ; knowledge of Microsoft Word, Excel and Access desirable • Strong customer service skills • Strong organizational skills • Strong written and verbal communication skills • Ability to work some nights and weekends • Availability for rotating on-call responsibility 24/7
Physical Requirements		Sedentary: able to lift up to 10#
List any other physical requirements or bona fide occupational qualifications:		

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ORGANIZATIONAL PERFORMANCE STANDARDS

ALL STAFF

Following are the core organizational performance standards against which all employees in the organization will be held accountable. University of XXXXX 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.

1. **Competent.** Perform in your position with the required knowledge, ability and skill.
 - 1.1 Always perform so you meet or exceed job requirements.
 - 1.2 Comply with all relevant standards, regulations, policies and procedures.
 - 1.3 Know how to use the technology required for your job.
 - 1.4 Put the safety and welfare of patients and families first.
 - 1.5 Provide quality service at all times. Strive to exceed expectations and always follow through on commitments.
 - 1.6 Be pleasant, friendly, respectful and helpful with all customers, including co-workers.
 - 1.7 Be professional and polite when resolving difficult situations.

2. **Accountable:** Take responsibility for outcomes, including the care and welfare of others, and the effective operation of the department or work unit.
 - 2.1 Take personal responsibility for decisions and results. Seek or accept guidance when needed.
 - 2.2 Report adverse events or unsafe conditions to ensure patient and workplace safety.
 - 2.3 Promptly complete all documentation needed for your job.
 - 2.4 Use XXXX resources responsibly.
 - 2.5 Hold yourself and others accountable for doing the right thing.
 - 2.6 Keep patient information confidential.
 - 2.7 Form professional, not personal, relationships with patients and families. Never burden patients or their families with personal issues, concerns or disagreements.

3. **Commitment to Excellence.** Strive to achieve the highest standards in all areas of performance.
 - 3.1 Actively support XXXX's mission, vision, values and strategic goals. Take pride in the organization as if you own it.
 - 3.2 Go the extra mile to meet patient/customer needs.
 - 3.3 Do your best to give the highest quality care and service.
 - 3.4 Learn from the excellence of others.
 - 3.5 Participate in unit and department-level activities to improve performance.
 - 3.6 Be open to new ideas and ways of doing things.
 - 3.7 Work to improve your performance through openness to feedback, coaching and mentoring.
 - 3.8 Keep learning new skills related to your job.
 - 3.9 Build positive lasting relationships with our customers.

4. **Creative Leadership.** Guide others and shows the way. Use your influence to help meet goals and achieve results.
 - 4.1 Let XXXX's values and performance standards shine through you.
 - 4.2 Set a positive example for others in all aspects of performance.
 - 4.3 Take initiative to overcome barriers and find creative solutions to problems.
 - 4.4 Ensures that solutions respond to customer needs first; include the customer in the decision-making process when appropriate.
 - 4.5 Celebrate successes and gives credit to co-workers.

5. **Teamwork.** Work with others to achieve common goals.
 - 5.1 Be courteous, kind, honest and respectful with co-workers. Be aware of and accept cultural differences.
 - 5.2 Praise in public and give constructive feedback in private using respectful language.
 - 5.3 Include patients and families in your teams to achieve safe, patient-centered care.
 - 5.4 Recognize how your actions affect the operations and finances of other departments and the organization as a whole.
 - 5.5 Work cooperatively with staff in other departments.
 - 5.6 Always use a professional tone and chose the most effective way to send a message—by e-mail, telephone or in person.

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LEADERSHIP STAFF

Job descriptions represent a general outline of job duties, functions, and qualifications. They are not intended to be comprehensive in nature. In addition, jobs evolve over time and therefore their description may not reflect the precise nature of the position at a given point in time.

It is XXXX's policy to base hiring decisions solely on an individual's ability to perform essential job functions. Persons with disabilities are eligible for this position provided they can perform those functions with reasonable accommodation.