

**Position Description**  
**University of XXXXXXX Hospital and Clinics**

University of XXXXXXX 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

<b>JOB TITLE:</b>	Clinical Pharmacist, Informatics	<b>DEPARTMENT:</b>	Pharmacy
<b>REPORTS TO:</b>	Manager, Patient Care Services & Medication Safety	<b>COST CENTER:</b>	21025
<b>FLSA STATUS:</b>	Exempt	<b>DATE:</b>	July 25, 2006

**POSITION SUMMARY:**

The Clinical Pharmacist, Informatics will be a member of the Pharmacy Epic Informatics Team with the responsibility to oversee and participate in the building and maintenance of the pharmacy information system and integrated medication record. Under the direction of the leadership of both the XXXX Departments of Pharmacy and Information Systems, the Clinical Pharmacist position is responsible for the coordination of medication- and pharmacy-related functionality within the integrated electronic health record, Epic.

The Clinical Pharmacist will serve as a primary professional staff member in the Department of Pharmacy 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 CPOE system. 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 computer system itself). This position is also responsible for coordinating pharmacist staff input into system design and coordinating necessary decisions related to system operations within the pharmacy department.

The pharmacist will work with technical analysts to conduct workflow analysis of current practice, suggest practice improvement and standardization, advise on design flow for the components of the system, and develop training materials for the implementation. This position is an independently functioning individual with knowledge in clinical process flow, computer support processes, and training. The position functions as a consultant to pharmacy managers and technical staff.

**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:**

- A. Participate as a member of the EPICRx Application Build Team
  - 1. Oversee the technical build and maintenance of the medication master file, focusing on high risk medications, protocols, and order set management, such as oncology, parenteral nutrition, patient controlled analgesia, etc.
  - 2. Maintain the informational database for the investigational drug protocols and order sets within Epic
  - 3. Implement medication-related decision support throughout the Epic system
    - a) Real-time screening and edits for drug-drug interactions, allergies, etc.;
    - b) Decision rules (dosing appropriateness, route selection, dose adjustment rules for end-organ dysfunction, etc.);
    - c) Prescribing guidelines and restrictions;
    - d) Medication order sets;
    - e) Clinical practice guideline compliance tools (hard edits, reminders, etc.);
    - f) Formulary product selection guidance;
    - g) Cost containment programs including automatic therapeutic interchange programs;
    - h) Others as needed and developed.
  - 4. Monitoring all existing decision support tools in place at XXXX 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.
  - 5. Recognize and work with pharmacy management to design workflow changes necessary for implementation and enhancement of the system
  - 6. Achieve and maintain certification in relevant Epic products (EpicRx, Beacon)
- B. Multidisciplinary Teamwork and Coordination
  - 1. Working under existing medical staff governance structures, coordinate the review and endorsement of clinical decision support tools prior to implementation.
  - 2. Coordinate, provide staff support for, and serve as a member of the multidisciplinary clinical teams reviewing and approving standards for the EHR
  - 3. Provide assistance with Epic system as well as with software vendors (including the pharmacy operations system) interfacing with the system
  - 4. Serve as primary communication conduit to medical, pharmacy, nursing and IS staff with regard to the implementation of new or modifications to existing decision support tools.
  - 5. Report monitoring activities associated with clinical decision support tools to appropriate XXXX quality improvement committees as IOP initiatives in support of JCAHO accreditation requirements.
  - 6. Assist with the coordination and staff training on the use of the EHR and clinical decision support tools
  - 7. Cooperate with EHR team members to identify and conduct project outcomes studies
  - 8. Interact with hospital and medical staff departments regarding various issues and programs as they relate to the functions of the EHR
  - 9. Interact with XXXX Information Systems personnel on matters that relate to the functions of the HER

10. Participate in activities that positively affect the morale of the Department and Medical Center.
11. Participate in the training and professional development of others.
12. Maintain a clinical practice at XXXX in an area of expertise.

C. Maintenance of Quality Care and Service

1. Serve as a role model, demonstrating effective communication, leadership and professional behavior.
2. Act as a consultant and resource to IS, pharmacy, medical, nursing, and other staff
3. Emphasize the importance of excellent patient satisfaction.
4. Interpret and support the philosophy, objectives, policies and procedures which guide personnel, patients and the public.
5. Participate in the production and distribution of all communications related to the Epic 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.
6. Read and respond to e-mail and other communication in a timely fashion.
7. Maintain patient confidentiality standards.
8. Provide feedback in a timely fashion to individual personnel and management through formal and informal mechanisms.
9. Participate in the quality improvement functions of the department and hospital.

D. Project Management

1. Seek new opportunities to promote the safe, rational, and cost-effective use of medications through the development, implementation and maintenance of applied drug policies within XXXX
2. Develop and initiate a plan for life-long learning.
3. Delegate appropriately.
4. Promote the concept of pharmaceutical care and the value of medical therapy to staff, patients, customers and the public.
5. Complete projects in a timely manner.

E. Carryout a plan for personal professional growth and development.

1. Identifies own learning needs and develops a plan to meet them.
2. Meets personal continuing education and developmental needs.
3. Supports and/or participates in research programs approved by the Hospital and the University.
4. Supports and/or participates in community outreach programs.
5. Project self as professional image role model through dress, appearance, and behavior.

ORGANIZATIONAL PERFORMANCE STANDARDS

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

1. **Competent.** Performs 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:** Takes 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.** Strives 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.** Guides 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.

## **PERFORMANCE MEASURES:**

1. List of Performance Measures
2. Performance Measure
3. Performance Measure

**MINIMUM QUALIFICATIONS:**

- Licensed pharmacist or eligible in State of Wisconsin.
- PharmD degree or equivalent experience
- Residency training in pharmacy practice, drug information, or pharmacy administration, or equivalent experience
- Knowledge of educational and experiential methods, with teaching experience preferred. Minimum expectation is desire to provide quality educational experience.
- Outstanding verbal and written communication skills (English language required).
- Experience in drug policy analysis and drug formulary management.
- Strong computer skills, experience with word processing, database management, and spreadsheet software
- Ability to be results oriented
- Ability to work both independently and in a complex team environment, collaborates with external and internal professionals and other customers
- Skills in prioritization, problem-solving, organization, decision-making, time management, and planning

**WORK SCHEDULE:** Monday through Friday, primarily. Some evenings and weekends, as needed, and potential rotating on-call responsibilities.

**FTE PERCENT:** 100%

**Attach Organizational Chart**

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.