

XXXXXXXXXXXXXXXXXXXX Hospital
Job Description

Dept. Name:	Pharmacy	Dept. No.:	758
Job Title:	Pharm.Clinical Coordinator-Info. Systems Specialist	Job Code:	0227
Reports To:	Director of Pharmacy, Asst. Director of Pharmacy	FSLA Status:	Exempt
Vice President:			

Job Summary:

Coordinates the development or modification of pharmacy information systems as it relates to the Carecast and Computerized Physician Order Entry systems. Analyzes user needs, documenting requirements, and researching the appropriate pathways. Meets regularly with pharmacy areas and hospital departments to assist with decision support analysis and the creation and maintenance of the pharmacy information technology plan. Analyzes data for pharmacy management to ensure pharmacy charges are captured and optimum standards of patient care are met.

Education:

- Graduate from an accredited School of Pharmacy with a B.S. or Pharm. D. degree is required.
- Advanced Degree is preferred.
- Completion of a Residency Program is preferred.

Skills & Qualifications:

- Ability to communicate on a professional level with physicians, nurses and other professional staff when discussing drugs and drug-related problems.

Special Characteristics:

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Experience:

- 1-2 years experience as clinical pharmacist is preferred.

Licensure, Certification, and/or Registration:

- Active registration with the North Carolina Board of Pharmacy is required.
- BCPS Certification is preferred.

Approved By:

Name

Director of Pharmacy

Title

11/27/07

Date

Effective Date of Original: 10/90

Reviewed/Revised: 6/05

Reviewed/Revised: 6/06

Reviewed/Revised: 4/07; 11/07

Primary Accountabilities:

1. Adheres to the general hospital standards to promote a cooperative work environment by utilizing communication skills, interpersonal relationships and team building.
 - Following hospital policies and procedures.
 - Following departmental policies and procedures.
 - Contributing to the overall quality of services.
 - Assuming responsibility for keeping informed about changes in policies and procedures.
2. Participates in the team approach to quality improvement to support the Pharmacy Department's commitment to the philosophy and principles of Total Quality.
 - Participating in the establishment of area and departmental goals and objectives.
 - Setting and meeting individual goals which contribute to team success.
 - Participating in peer review activities.
 - Participating on department and interdisciplinary teams to resolve problems and improve processes.
 - Contributing to team results.
 - Participating in the Medical Center's Medication Reconciliation Process as applicable (e.g., by entering medication histories into the computer system and reconciling admission orders).
3. Updates knowledge and skills of self and other health care professionals to maintain, improve and document competency.
 - Attending all required inservices to meet TJC, OSHA and other departmental requirements.
 - Completing skills development courses.
 - Learning and applying new policies and procedures.
 - Maintaining current registration with the North Carolina Board of Pharmacy.
 - Assisting with the training of new employees, residents and students.
 - Providing inservices for other health care professionals.
 - Completes courses deemed necessary by G.E. Health Care & I.S. to maintain competency.
4. Ensures accuracy of patient charges through routine audits and daily reporting.
 - Auditing nurse and pharmacist order entry through reports: expensive drug report, non-formulary report, IPP error log and report, billing report, chemo order entry report, and bulk report.
 - Correcting order entry errors and identifying error source or self-correcting errors.
 - Reporting to nursing clinical systems all nursing errors from the error log.
5. Maintains additions and changes made to the pharmacy compendium.
 - Adding new drugs to the compendium as requested by clinicians.
 - Maintaining and updating Ambulatory Pricing Category Codes (APC) on a routine basis as updated by HCFA.
 - Building and maintaining monographs, multi-ingredient orders, medication sets, and user records.
 - Performing First Data Bank Updates.
6. Reviews pharmacy specific enhancements, fixes, and module additions for GEHC upgrades and system changes.
 - Testing Pharmacy functionality for each step release and responding to GEHCX about post step release experience from the staff.
 - Serving as an advocate to both the Information Services and GEHC project leaders for the department.
 - Entering and monitoring all Vantive cases for pharmacy functionality.
 - Customizing and maintaining all IPP/OC screens.
 - Assisting in training Carecast to staff.
 - Providing on-call support to technicians with reference to Carecast to ensure timely resolution of problems.

7. Maintains a working knowledge of all computer systems used in the pharmacy to assist supporting current computer applications and in new development activities.
 - Maintaining extensive knowledge of computer systems in the Pharmacy department.
 - Providing consulting on technology needed to provide information services support as it relates to pharmacy.
 - Representing customers' needs to the Pharmacy Decision Support Team and other Pharmacy teams that evaluate new technology for the department.
 - Serving as a liaison to nursing clinical systems.

8. Supervises the work of technicians and data analysts to ensure that daily operations are accomplished on time and support staff is fully utilized to meet area needs.
 - Supervising and directing the daily workflow of technicians and data analysts to ensure maximum productivity including oversight of charge order entry.
 - Checking computer order entry, charges, and other work completed by technicians.
 - Addressing technician concerns and conflicts to minimize disruption and resolve problems.
 - Reporting variations to the Assistant Director.

Job Specifications

Physical Requirements:

Amount of time spent performing the following activities:

	0% to 35%	35% to 65%	65% to 100%	N/A	Activity
	X				Standing
	X				Walking
	X				Sitting
	X				Bending
	X				Reaching with arms
	X				Finger and hand dexterity
			X		Talking
			X		Hearing
			X		Seeing
X					Lifting, carrying, pushing and or pulling:
X					20 lbs. maximum
				X	50 lbs. maximum
				X	100 lbs. maximum

Work Environment:

- Possible exposure to the risk of bloodborne and/or airborne pathogens.
- May be exposed to infections and contagious disease.
- Possible exposure to latex. .
- Possible exposure to cytotoxic (chemotherapeutic) agents
- Noise generated from telephones, computers/printers, hoods, robot and verbal communication.
- Handles emergency or crisis situations.
- Subject to many interruptions.
- Pressure due to multiple demands.
- Potential for criminal activity (e.g., robbery)
- Subject to changes in work schedules and areas to meet customer/department needs.