

XXXXXXX HEALTH
Job Description/Performance Assessment

Job Title: Manager - Pharmacy Informatics
Job Code: 905183
Job Grade:

FLSA Status: Exempt
Department Name: Information Services
Department No.:

Job Description

Oversees and manages the execution of information systems full-life cycle activities for pharmacy and medication-use projects and initiatives. Participates as a pharmacy and medication use information system expert on pharmacy operational initiatives. Acts as an IS liaison to entity-based pharmacy operations, other IS disciplines and vendors.

- Education:** Bachelor of Science in Pharmacy required. PharmD preferred.
- Experience:** Seven years as a pharmacist with 3 years of progressive experience in the management of a pharmacy services department, either in the hospital or home infusion setting. Five years of progressively more responsible and complex experiences implementing and supporting pharmacy, medication use and/or other clinical information systems. Demonstrated successful vendor and customer relationship management and negotiation skills.
- Cert./Reg./License:** Current Maryland or DC Pharmacist license.
- Skills:** Ability to demonstrate excellent problem solving and critical thinking skills. Excellent interpersonal, writing, and presentation skills a must. Basic understanding of hospital and home care pharmacy operations, and the ability to apply this knowledge in analyzing system and operational requirements is essential.
- Physical Requirements:** Visual acuity; manual dexterity and physical mobility; hear and orally communicate. Routine driving between all XXXXX sites as well as to potential external clients in surrounding DC/Balto area via own vehicle is required. Ability to fulfill physical requirements required of a staff pharmacist in emergency staffing need preferred.
- Working Conditions:** Normal working conditions.
- Attendance Requirement:** Regular job attendance is an essential job function.
- Standard Precautions:** Standard Precautions policy and procedures are applicable to this job.
- Patient Population:**
 Not applicable
 Demonstrates competency in the delivery of care and applies the knowledge to meet the age-specific needs of the unit/department patient population as identified in the unit scope of practice.
 Neonate/Infant (Birth to 1 year) Pediatric (1 to 12 years) Adolescent (12 to 18 years)
 Adult (18 to 65 years) Geriatric (65+ years)
- Contacts:** XXXXXXXX personnel
- Reports To:** AVP – Clinical Applications
- Supervises:** System implementation project staff/team members

Technical Assessment

Circle all the validation methods used for each standard. The weights provided are typical for this position. They may be adjusted to meet specific needs.

	Technical Performance Standards	Validation	Performance Assessment		
			Weight %	Rating	Total
1	Contributes to the achievement of divisional/department goals and objectives. Adheres to divisional and departmental policies and information systems standards. Provides business leadership and technical project management during information systems development and implementation efforts. Establishes project scope, timeframes, and budgetary requirements; ensures conformance to them. Ensures that newly developed/implemented systems comply with the system's functional/system design requirements and with contractual requirements as well as achieving successful user acceptances.	DO, F, R/D, SS, T			
2	Manages day-to-day project assignments. Monitors and, as necessary, corrects performance of all project participants (including XXXXXXX staff, consultants, and vendors) during the implementation phase of pharmacy, medication management, and CPOE system information systems and other pharmacy operational initiatives.	DO, F, R/D, SS, T			
3	Reviews and verifies credentials and qualifications of consultants, contractors, and vendors. Analyzes and evaluates proposals, including costs, from external parties proposing to do work for XXXXXXX Health Information Systems	DO, F, R/D, SS, T			
4	Provides expertise and guidance to IS in the management of pharmacy and medication use databases, interfaces, master files and tables.	DO, F, R/D, SS, T			

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5	Participates in development and implementation of strategies to integrate pharmaceutical care activities using information technology	DO, F, R/D, SS, T			
6	Functions as the liaison to other clinicians and vendors.	DO, F, R/D, SS, T			
7	Prepares and participates in company presentations, in-services, facilities tours, etc., for internal and external customers and regulatory agencies to promote pharmacy and medication use information system optimization though out the XXXXXXXX system.	DO, F, R/D, SS, T			
8	Participates on pharmacy services initiatives to evaluate internal and external market for business opportunities which maximize appropriate utilization of pharmacy services. Assists with ongoing monitoring and evaluation of programs to assure their value to the organization.	DO, F, R/D, SS, T			
9	Represents corporate IS on hospital and system initiative committees to facilitate project completion and where participation will serve to benefit committee goals/outcomes.	DO, F, R/D, SS, T			
10	Participates in multi-disciplinary quality and service improvement teams. Participates in meetings and on committees and represents the department and hospital in community outreach efforts	DO, F, R/D, SS, T			
11	Performs other related duties as assigned.	DO, F, R/D, SS, T			
Record Total Technical Rating here and in Assessment Summary section.			100%		

Validation Methods: DO = direct observation, F = feedback, R/D = records/documentation, SS = satisfaction surveys, T = test.

Levels of Technical Performance		
3	Exceeds standard	Superior performance; requires little or no supervision.
2	Meets standard	Meets the standards and expectations of the job; requires normal supervision.
1	Does not meet standard	Performance is below competency and needs improvement; requires unduly close supervision.