

XXXXXXXXXX XXXXXXXXXXXX Hospital
Job Description

Dept. Name:	Pharmacy	Dept. No.:	758
Job Title:	Pharmacy Information Systems Programmer/Analyst	Job Code:	0732
Reports To:	Pharm. Clinical Coord.: Technology Systems Coord.	FSLA Status:	Exempt
Vice President:			

Job Summary:

Supports ongoing activities and analyzes future needs for Pharmacy Information Systems; analyzes data and compiles meaningful reports for pharmacy management; assists management in developing specialized applications and programming those applications to ensure optimum standards of patient care.

Education:

- BS or Associates Degree in Data Processing Related Curriculum or equivalent experience in data processing.

Skills & Qualifications:

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Special Characteristics:

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Experience:

- 3-5 years previous programming experience preferred. At least two years work experience managing a large network environment preferred.

Licensure, Certification, and/or Registration:

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Approved By:

Name
Director of Pharmacy
Title
1/9/07
Date

Effective Date of Original:	<u>12/90</u>
Reviewed/Revised:	<u>3/05</u>
Reviewed/Revised:	<u>6/06</u>
Reviewed/Revised:	<u>1/07</u>

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. Designs, codes, implements and maintains software programs to meet Pharmacy needs.
 - Evaluating requests for new software.
 - Guiding each requestor to ensure that the right software solution is provided.
 - Assisting with planning for new pharmacy computer systems.
 - Converting existing computer systems as new technology becomes available.
 - Testing of each new program/system to ensure that it runs without error when implemented.
 - Documenting each new program/system so that the new user(s) will be able to manage it with little assistance.
 - Designing, coding, testing and maintaining medication labels in the Intermec Programming Language.
 - Extracting data/generating reports as needed by management and staff.
3. Participates in the research, development, implementation, and support of new systems and automation in the Medical Center.
 - Providing technical support by troubleshooting all hardware and software calls.
 - Documenting problems and solutions to facilitate future troubleshooting of recurring problems.
 - Installing new workstations and ensuring device will address both the Medical Center network and pharmacy computer systems.
 - Repairing equipment or coordinating outside repairs to ensure that back-ups are always available.
 - Teaching proper use of equipment.
4. Provides system software solutions to computer staff so that regularly scheduled jobs will run automatically and with little operator intervention.
 - Maintaining batch files and menu systems to run jobs automatically, on schedule and with efficiency.
 - Creating documentation to support the correct running of jobs.
 - Maintaining the Pharmops process and enhancing as needed.
5. Manages network resources and security.
 - Connecting devices to network switch ports in closet.
 - Determining correct speed and security settings for switch ports.
 - Managing security on resources to ensure that all approved users have access and that non-approved users do not.
 - Managing hard disk space to prevent file server downtime.
 - Participating in the ongoing planning and testing of disaster recovery.
 - Coordinating wiring for data/voice needs.
 - Ensuring that security patches are kept up to date on PC's and servers.
 - Ensuring that virus protection is kept up to date on PC's and servers.
 - Managing the backup, restore and archival of pertinent data.
 - Implementing procedures to regularly review records of information system activity, such as audit logs, access reports, and security incident tracking reports.

6. Maintains technical skills and knowledge by attending classes and seminars.
 - Anticipating changes in the Pharmacy or Medical Center computing environment and seeking out classes to stay informed and educated.
 - Attending Medical Center's Departmental Desktop Support Group's meetings to stay informed of changes taking place in the Medical Center.
7. Assists with budget planning processes related to computer needs.
 - Meeting with staff to evaluate needs.
 - Researching availability and costs.
 - Recommending computer hardware and software to be purchased.
8. Participates in planning processes by establishing personal goals to support quality improvement efforts and contribute to the achievement of departmental objectives.
 - Setting goals and objectives annually as part of the Annual Employee Review process.
 - Developing action plans to show how and when the goals will be met.
 - Implementing the action plans to achieve the goals.
 - Providing periodic status reports of progress made toward meeting goals.
 - Revising goals as needed to reflect changing roles and department priorities.

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:
					20 lbs. maximum
		X			50 lbs. maximum
					100 lbs. maximum

Work Environment:

- Exposed to hazards of electrical/mechanical/power equipment.
- Subject to many interruptions.
- Subject to stress associated with working with a mission critical computer system.
- Handles emergency or crisis situations.
- Subject to varying and unpredictable situations.
- Occasionally subjected to irregular hours.
- Subject to changes in work schedules and areas to meet customer/department needs.