

XXX XXX Hospital
Job Description

Dept. Name:	Pharmacy	Dept. No.:	758
Job Title:	Staff Pharmacist: Information Systems Pharmacist	Job Code:	0223
Reports To:	Pharmacy Clinical Coordinator, Assistant Director	FSLA Status:	Exempt
Vice President:	Ronald H. Small		

Job Summary:

Participates in the development of pharmacy information systems, primarily Carecast and Computerized Physician Order Entry (CPOE). Analyzes user needs, documents requirements, and researches 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. Provides high quality comprehensive pharmaceutical care appropriate to the age of the patient which contributes to positive patient outcomes.

Education:

- Graduate of an accredited School of Pharmacy with a B.S. in Pharmacy or Pharm.D. Degree is required.
- IDX and programming systems training preferred for info systems pharmacist

Experience:

- One or two years experience in hospital pharmacy is preferred for inpatient positions.
- 1 to 2 years experience with pharmacy technology/information systems preferred for info systems position.

Licensure, Certification, and/or Registration:

- Active Registration with the North Carolina Board of Pharmacy is required.

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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Approved By:

XXXXXXXXXXXX

Name

Director of Pharmacy

Title

11/28/07

Date

Effective Date of Original: 9/90

Reviewed/Revised: 4/05

Reviewed/Revised: 6/06

Reviewed/Revised: 3/07, 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.
4. Reviews pharmacy specific enhancements, fixes, and module additions for IDX upgrades and system changes.
 - Testing pharmacy functionality for each step release and responding to IDX about post step release experience from the staff.
 - Serving as an advocate to both the Information Services and IDX project leaders for the department.
 - Customizing and maintaining IPP/OC screens.
 - Assisting in training staff on Carecast and CPOE.
5. 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 on the Pharmacy Decision Support Team and other Pharmacy teams that evaluate new technology for the department.
 - Serving as a liaison to nursing clinical systems.
6. Tailors Carecast in the computer system for the enhancement of Computerized Physician Order Entry.
 - Building drug orders for compendium items to allow physicians to order these items from VT tables.
 - Building order sets to reduce time required for order entry, to increase patient safety by providing clinical decision points for physicians when entering orders, and to reduce omission of necessary orders.

- Building screens to facilitate drug order selection and provide clinical or policy information when orders are being entered.
 - Maintaining and updating tables in the computer system to keep Carecast current.
7. Processes medication orders and prescriptions to provide medications and pharmaceutical supplies ordered by physicians or nurses for patients.
- Interpreting physicians' orders or prescriptions and entering them into the computer system to maintain accurate patient medication profiles, generate accurate charges and maintain inventory files.
 - Compounding pharmaceutical products to meet special patient needs.
 - Packaging, labeling, and dispensing medications to meet inpatient and outpatient needs.
 - Monitoring and controlling inventory to ensure that drugs are available when needed and wastage is minimized.
 - Meeting departmental drug distribution responsibilities through cooperative team efforts.
8. Supervises the work of technicians to ensure that correct medications are provided for patients on time and support staff is fully utilized to meet area needs.
- Supervising and directing the daily workflow of technicians to ensure maximum productivity.
 - Checking the preparation and labeling of pharmaceuticals by technicians prior to dispensing products for patients.
 - Checking computer order entry, charges, unit dose carts, prepack, IV batches and other work completed by technicians.
 - Checking and/or compounding cytotoxic (chemotherapeutic) preparations.
 - Mentoring technicians to develop their skills and assuming responsibility for their work performance.
 - Monitoring 797 compliance.
9. Documents activities to provide information needed to meet standards, regulations, laws and/or other administrative requirements.
- Maintaining controlled substance records to ensure accountability and comply with laws and regulations.
 - Maintaining patient records by following all procedures for documentation of medication therapy using the computer system, charting, and completing forms accurately.
 - Documenting patient care interventions using the pharmacy documentation system to show value added.
 - Documenting quality improvement activities to meet departmental needs and TJC standards.
 - Documenting adverse drug reactions, medication errors, medication reconciliation, and quality assurance activities to improve quality of patient care and services provided.
10. 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
11. Provides age/developmentally appropriate patient care in accordance with Age-Specific Care Guidelines for the specific age groups served.
- Recommending doses that are appropriate for the patient's age.
 - Incorporating patient age when assessing responses to medications.
 - Providing education to patients/care givers consistent with the age and developmental level of the patient/family.

- Maintaining competence related to age-specific pharmaceutical care.

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
					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.
- Handles emergency or crisis situations.
- Requires judgment/action which could result in death of patients.
- Noise generated from telephones, computers/printers, hood and verbal communication.
- 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