

JOB-SPECIFIC COMPETENCIES

Performance Levels: AE Achieves Expectations NFD Needs Further Development UTA/NA Unable To Assess/Not Applicable

NOTE: List performance expectations/accountabilities under each job specific competency.
Supporting comments are required for each competency that needs further development.

1. Job Specific Competency: Provides oversight and direction for the medication diversion surveillance program.			
Performance Expectations/Accountabilities	Performance Levels		
	AE	NFD	UTA/NA
a.) Establishes and maintains a comprehensive surveillance program to detect potential medication diversion.			
b.) Optimizes the use of reports and functionality of available technology (e.g. Pyxis system) to prevent and identify medication diversion.			
c.) Develops audit processes and conducts regularly scheduled audits to identify medication diversion in the various medication use processes.			
d.) Performs trend analysis and assessments of available information to identify medication diversion activities.			

2. Job Specific Competency: Oversees the investigation process of suspected medication diversion incidents.			
Performance Expectations/Accountabilities	Performance Levels		
	AE	NFD	UTA/NA
a.) Oversees / performs a preliminary investigation of identified potential medication diversion (e.g. CS discrepancies, eyewitness reports, hot-line tips, etc) in collaboration with the appropriate site manager (e.g. Nurse Manager) or physician leader, within established timelines.			
b.) Oversees / completes the Drug Diversion Scorecard (DDS) as a component of the preliminary investigation, as appropriate.			
c.) Compiles and evaluates the findings from the preliminary investigation and DDS and determines if potential diversion exists.			
d.) Communicates with the Drug Diversion Response Team (DDiRT) if the preliminary investigation suggests potential medication diversion. Schedules a meeting of the DDiRT within established timelines.			
e.) Coordinates with the site manager / physician leader and Human Resources staff if immediate action must be taken (e.g. impaired employee).			

3. Job Specific Competency: Provides support for the Drug Diversion Response team and the Medication Diversion Subcommittee.			
Performance Expectations/Accountabilities	Performance Levels		
	AE	NFD	UTA/NA
a) Presents the results from preliminary medication diversion investigations to the DDiRT.			
b) Works collaboratively with DDiRT members in determining next steps after a preliminary investigation and coordinates these activities.			
c) Completes and maintains documentation of all investigational activities and actions.			
d) Serves as a permanent member of the Pharmacy & Therapeutics Medication Diversion Subcommittee and provides administrative support as assigned.			

4. Job Specific Competency: Participates in continuous improvement, education and planning activities.

Performance Expectations/Accountabilities	Performance Levels		
	AE	NFD	UTA/NA
a) Identifies opportunities for continued improvement in detecting and preventing medication diversion and discusses these with the Director and/or other applicable individuals.			
b) Provides leadership and actively participates in multidisciplinary educational activities regarding medication diversion.			
c) Assures that departmental and institutional policies related to medication diversion are accurate and current.			
d) Participates in departmental planning activities, as assigned.			

5. Job Specific Competency: Oversees and provides guidance to assigned staff.

Performance Expectations/Accountabilities	Performance Levels		
	AE	NFD	UTA/NA
a) Coordinates the recruitment, selection, orientation and training of work unit employees.			
b) Monitors the performance of assigned staff on an ongoing basis and completes annual employee performance evaluations within established deadlines.			
c) Works collaboratively with Human Resources staff and Supervisor regarding disciplinary and other related personnel issues.			

6. Job Specific Competency: Perform other miscellaneous activities, as assigned.

Performance Expectations/Accountabilities	Performance Levels		
	AE	NFD	UTA/NA
a) Actively participates in committees and work groups in a positive, productive and creative manner, as assigned.			
b) Performs duties of a Pharmacy Quality Assurance Technician, as needed.			
c) Perform other miscellaneous duties, as assigned.			

Summary of comments, supporting examples, and/or plans for Job Specific Competencies needing further development. Indicate corresponding competency number/letter where applicable.

Supervisor is responsible for maintaining the following in the department, if applicable:

	Completed (✓ or NA)
A. Assessment of additional competencies.	
B. Assessment of age-specific competencies for direct patient care areas (use age specific template).	
C. Verification of current licensure, certification, continuing education, and/or mandatory education.	

Document progress toward last year's goals and other accomplishments (e.g., work activities, committee involvement, presentations, continuous improvement activities, publications, etc.)

Goal 1:	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
Goal 2:	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	
Goal 3:	Timeline	
	Action Plan	
	Measurable Outcome	
	Accomplishments	

List mutually established goals for next year and plans for achievement. Consider professional, individual, and team goals and areas needing further development.

Goal 1:	Timeline	
	Action Plan	
	Measurable Outcome	
Goal 2:	Timeline	
	Action Plan	
	Measurable Outcome	
Goal 3:	Timeline	
	Action Plan	
	Measurable Outcome	

Supervisor/manager summary comments: _____

I have assessed this employee’s ability to meet performance expectations as stated in his/her job description. This employee:

☐ Achieves expectations ☐ Does not achieve expectations (Full job description review and improvement plan must be completed if employee is not meeting expectations)

Input for this review was obtained from: _____

Supervisor Signature	_____	Date	_____
Employee signature	_____	Date	_____
Additional reviewer (optional)	_____	Date	_____

Employee’s comments: _____

