

SAMPLE JOB DESCRIPTION

Accreditation and Residency Coordinator

I. JOB SUMMARY

The Specialty Pharmacy Services (SPS) Accreditation and Residency Coordinator assists in maintaining the specialty pharmacy business in accordance with departmental standards, internal and external reporting requirements, accreditation standards, and pharmacy laws and regulations. The Coordinator serves as Director of the PGY1 Community Residency Program in Specialty Pharmacy and oversees all specialty pharmacy accreditations.

II. DUTIES AND RESPONSIBILITIES

Administration

- Serve as project lead for all SPS accreditations to ensure compliance with accreditation standards.
 - Prepare and lead onsite and virtual accreditation surveys
 - Update SPS policies & procedures and documents to remain in compliance with accreditation standards
 - Collaborate with members of the Ambulatory Care Pharmacy Administration Team
 - Train all SPS staff on appropriate accreditation standards

- Serve as Director of the PGY1 Community Residency Program in Specialty Pharmacy
 - Design an educational program for the resident to meet the ASHP PGY1 Community Residency Standards and Goals/Objectives
 - Update residency policies & procedures and documents to remain in compliance with the ASHP Standard
 - Prepare for onsite accreditation visits
 - Perform annual recruiting of candidates including coordination of onsite interviews
 - Collaboration with other PGY1/2 directors and preceptors to create a diverse rotation schedule for the resident
 - Serve as mentor for the PGY1 Community Resident in Specialty Pharmacy

Continuing Education

- Remain current through participation in departmental continuing education and through reading professional literature and/or attending professional continuing education conferences and professional meetings.

Committee Participation

- Lead the SPS Quality Management Committee and submit reports as required.
- Provide oversight of the Quality Management Program.

Educational

- Participate in the education of nursing staff, medical staff, and all members of the health care team.
- Participate in site specific and departmental staff development by designing, evaluating and providing in-services and continuing education programs and by serving as a preceptor and role model.
- Participate in the education of Pharm.D. students, PGY1 and PGY2 residents, international pharmacists, and other pharmacy staff by serving as preceptor and role model as defined by the guidelines and requirements of the Department of Pharmacy Practice.

- Provide education on pipeline and new specialty drugs to members of the Specialty Pharmacy team and the Specialty Pharmacy task force.

Research and Scholarship

- Attend and actively participate in departmental and team meetings.
- Participate in public service events (e.g. brown bags, community education, etc.).
- Identify research or demonstration grant opportunities for Specialty Pharmacy. Prepare the grant applications and lead or participate in the research or demonstration project if the grant is awarded.

III. QUALIFICATIONS

Education and Training:

- Graduate of an Accreditation Council for Pharmacy Education (ACPE) accredited pharmacy program.
- Licensed as a registered Pharmacist by the state.
- Completion of a PGY1 residency and/or fellowship. Board Certification in Ambulatory Care or Pharmacotherapy is desired.
- Post-graduate experience in patient care is mandatory.

Experience and Knowledge

- The knowledge base, clinical background, pharmacy practice and specialty pharmacy experience, and initiative to make accurate and independent decisions.
- Strong verbal and written communication skills.
- Prior experience or demonstrated ability to effectively participate in didactic and/or clerkship teaching.
- Interpersonal skills necessary to effectively function with the specialty pharmacy team, the Ambulatory Care Pharmacy Department, and the Health system.
- Desire to conduct scholarly writing and research.