Title:	**Corporate Pharmacy Business System Analyst**
Sub Category:	
Job Code:	**BA2258**
Department:	**Pharmacy Services**
Classification:	**Exempt**

JOB RELATIONSHIPS

A.	Responsible to:	Pharmacy Information Systems Manager
B.	Assignments received from:	Director, Assistant Director, Pharmacy Information Systems Coordinator, Pharmacy Managers and Suptevisors
C.	Positions supervised:	May give occasional functional guidance to system users

JOB SUMMARY

The employee's Number One job responsibility is to deliver the most remarkable patient experience, in every dimension, every time, and understand how he or she contributes to the health system's vision of achieving that commitment to patients and families.

Provide support to the Corporate Pharmacy Management and Clinical staff in the collection, access, analysis, presentation and distribution of pharmacy related datat derived from a variety of source files. this individual will participate as a member on several Pharmacy/IS project teams to help design, build and maintain files required to run the Pharmacy Information Systems.

QUALIFICATIONS

Education:	Bachelor's Degree	Preferred	Associates Degree	Required
	Bachelor of Science in an IT related field			Preferred
Experience:	previous experience in computer related field (data base management and report writing)	Preferred	Equivalent work experience in pharmacy related position is considered	

Licensure / Certification / Registration:

Additional Skills/Requirements <u>required</u>:　　　Valid Drivers License, competent to work on fairly complex systems analysis assignments or multiple phases or a project, excellent organizational, problem solving and critical thinking skills, ability to work independently using effective analytical skills, organizational skills to manage multiple priorities and timelines, acute awareness of confidentiality of information collected, analyzed and presented, knowledge of the hardware and/or software applications, specifically Microsoft Access, Excel and report writing, ability to work with all levels of healthcare personnel from top management down to entry level clerks throughout the enterprise, excellent verbal and written communication skills.

Additional Skills/Requirements <u>preferred</u>:　　　Crystal Reports experience preferred

ESSENTIAL FUNCTIONS

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1. Demonstrates basic understanding of pharmacy related functions associated with automated systems including but not limited to the pharmacy information system, controlled access cabinets, packaging and barcoding systems.

2. Collects and conducts data abstraction by retrieving information from various sources. Organizes, analyzes, and provides specific information relevant to assigned programs and/or projects.

3. Demonstrates effective troubleshooting and problem solving skills.

4. Completes all required levels of system software training and becomes familiar with the steps required to implement systems.

5. Evaluates data quality by validating accuracy and completeness

6. Participates in needs assessment, information gathering, and design of new clinical systems.

7. Responsible for maintaining and updating all Siemens UDA scheduled and on-demand reports

8. Collaborates with various Pharmacy personnel to design and validate new system reports to enhance and monitor for optimal Pharmaceutical Care.

9. Compiles and distributes scheduled reports to various patient care related committees.

10. Responds to data requests from other clinical and/or regulatory departments.

11. Participates in system validation related to Pharmacy System upgrades and conversions.

12. Identifies opportunities to utilize data from the various hospital systems to enhance departmental efficiency and provision of care.

13. Assists in resolving technical problems with hardware and software vendors

14. Assists in staff support with basic PC software and hardware issues.

15. Maintains and demonstrates professional competency

16. Complies with organization and department policies and procedures

17. Maintains expertise in use of Microsoft Office Suites products and other PC based applications.