



## JOB DESCRIPTION

**TITLE:** Staff Pharmacist - Oncology  
**DEPARTMENT:** Oncology & In-Patient Pharmacy  
**REPORTS TO:** Oncology & In-Patient Pharmacy Directors  
**FLSA:** Non-Exempt

### SUMMARY OF JOB:

Review and evaluate drug therapy regimens for accuracy and safety, provide clinical pharmacy services to medical staff, and coordinate infusion center and in-patient orders for chemotherapy and supportive medications. Pharmacist will be required to supervise and direct support personnel in sterile compounding activities including hazardous medications. Pharmacist may be required to prepare hazardous medications. Primary responsibility is the outpatient oncology population with opportunities for in-patient oncology care.

### RESPONSIBILITIES:

Colorado West Healthcare System expects job performance to be consistent with its mission and believes that each Employee contributes to improve performance by continuously searching for ways to increase efficiencies and enhance fiscal performance and viability.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. Community Hospital reserves the right to modify or change the duties or essential functions of this job at any time. All responsibilities may not be performed by all incumbents.)

#### Clinical Performance

1. Reviews prescribed medications, over-the-counter medications, herbal supplements, and comorbidities with chemotherapy regimen for potential drug-drug interactions prior to treatment
2. Provides appropriate monitoring for laboratories and therapeutic outcomes per best evidence, up-to-date clinical
3. Facilitates dose modification by assessing labs, consulting protocol or treatment plan, calculating dose, and consulting physician regarding dosage modifications, problems, and symptom management
4. Participates in the drug therapy management of medical emergencies, hypersensitivities, and infusion reactions
5. Provides clinical pharmacy services to medical staff and chemotherapy education/counseling to oncology patients

### **Drug Distributive Activities/Financial Activities**

1. Manages the pharmacy practice area and workflow in productive manner such that orders and activities are assigned the proper priority based upon patient and departmental goals
2. Follows USP <797> and USP <800> guidelines when handling cytotoxic agents, biohazardous waste, and any other material potentially infected with a blood borne pathogen
3. Oversees and works closely with the pharmacy technician during drug reconstitution and chemotherapy preparation
4. Works with clinical research coordinators to maintain records, inventory, and dispensing of investigational drugs

### **Other**

- Interactions with health professionals are conducted in a professional manner that develops and maintains an ongoing working relationship
- Meets departmental attendance and punctuality standards
- Participates in professional development activities and maintain professional affiliations

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION, LICENSES and/or EXPERIENCE:**

Bachelor's Degree in Pharmacy (BS or PharmD) and graduate of an ACPE-accredited School of Pharmacy. Currently licensed to practice pharmacy in the State of Colorado. Oncology pharmacy experience preferred.

### **Certificates**

Additional qualifications may be required depending on area the pharmacist is primarily assigned to work. Examples of additional qualifications could include basic or advanced life-support certifications, advanced oncology practitioner certificates, and pharmacist board certification.

### **SPECIAL SKILLS:**

10-key (by touch)

### **LANGUAGE SKILLS:**

Must be able to speak, read and write English. Ability to read and interpret documents such as physician orders, medical charts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisors, patients, patient's family and other employees of organization. Able to work in a team-oriented environment.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common

fractions, and decimals. Ability to compute rate, ratio, and percent.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**INTERPERSONAL SKILLS:**

Demonstrates exceptional customer service skills using the “Whatever It Takes” philosophy; builds relationships and proactively respects others. Requires adaptability with regular interpersonal contact.

**DECISION MAKING ABILITY:**

Work limited by standards and procedures. Adapts to recurring operational situations using formal and informal channels. Unusual situations are reviewed with a manager.

**ANALYTICAL ABILITY:**

Apply basic business or technical principles to routine and moderately complex problems. Concentrates and pays close attention to detail.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should be computer-literate and have working knowledge of Microsoft Office applications.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; have manual dexterity; handle or feel; talk and hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, risk of electrical shock, exposure to infectious diseases, and transmission of airborne disease. The noise level in the work environment is usually moderate.

**GENERAL COMPLIANCE REQUIREMENTS FOR ALL EMPLOYEES:**

Attends annual compliance and privacy training.

Responsible for complying with all federal, state and local rules and regulations.

Must comply with the Code of Conduct Guide.

Reports any observation of fraud, waste, abuse, and/or privacy violations to HR or CCO.

Reports any conflict of interest or relationship immediately.

**HIPAA:**

Ensures and adheres to strict confidentiality when handling patient information, according to the HIPAA Privacy Act and hospital policy and procedure regarding confidentiality. Complies with all hospital information security practices.

Has knowledge of and adheres to all compliance regulations, policies and procedures.

**Final Section** I understand that my employment is for an indefinite period of time and that his facility can change wages, benefits, and conditions of employment at any time.

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Employee Name & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name & Signature

\_\_\_\_\_  
Date