



JOB DESCRIPTION

TITLE: Staff Pharmacist
DEPARTMENT: Inpatient Pharmacy
REPORTS TO: Pharmacy Director
FLSA: Non-Exempt

SUMMARY OF JOB:

Staff pharmacists fill orders for parenteral, enteral, and topical medications, monitor patient drug therapies, and provide drug information. Staff pharmacists supervise and direct support personnel. In the absence of the pharmacy director, a staff pharmacist may be required to assume the essential responsibilities and perform the duties of the pharmacy director.

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.)

1. Responds to hospital needs for pharmaceutical care
 - a. Acceptable performance is measured by cheerfully answering all phone calls within three rings of the phone
 - b. Acceptable performance is measured by the pharmacist responding to any "on call" circumstance by being at the hospital within 30 minutes of being called
 - c. Acceptable performance is measured by the appropriateness of pharmaceutical information provided
 - d. Acceptable performance is measured by the pharmacist's ability to work within the hospital formulary system and the hospital and pharmacy policies and procedures
 - e. Acceptable performance is measured by the pharmacist ability to process all pharmaceutical orders within the hospital's established guidelines: stat orders processed within 15 minutes; now orders within 1 hour; routine orders in accordance with scheduled time standards
 - f. Acceptable performance is measured by the pharmacists ability to provide an acceptable TPN or PPN formula based on the patient's needs
 - g. Acceptable performance is measured by the pharmacists ability to determine an acceptable aminoglycoside/vancomycin dosing and best timing for pertinent laboratory studies to maintain the patient within therapeutic levels for the drug

2. Completes documentation as required to maintain high standards of pharmaceutical care
 - a. Acceptable performance is measured by documentation within the hospital pharmacy's computer system of all pharmacy interventions
 - b. Acceptable performance is measured by the appropriate completion of all telephone orders received from physicians
 - c. Acceptable performance is measured by the documentation of daily review with appropriate action taken for the various reports received from both Meditech and Pyxis: daily Pyxis override report; daily Pyxis all station activity report; Pyxis discrepancy reports; daily Meditech anticoagulation report.
 - d. Acceptable performance is measured by the conveyance of pertinent patient information to the next pharmacist.
3. Supervises pharmacy technicians
 - a. Acceptable performance is measured by the efficiency with which the technicians are able to complete their assigned responsibilities
 - b. Acceptable performance is measured by the compliance of the technicians with hospital and pharmacy policies and procedures
 - c. Acceptable performance is measured by the technicians' level of competency with aseptic technique and IV admixture
 - d. Acceptable performance is measured by the technicians compliance with Colorado state and US federal laws and regulations governing the practice of pharmacy
4. Prepares sterile IV products within current USP <797> guidelines
 - a. Acceptable performance is measured by the proper use of PPEs (personal protective equipment)
 - b. Acceptable performance is measured by the pharmacist's adherence to established cleaning schedules and appropriate documentation, for the clean room suite. Laminar flow hood is cleaned daily with a bleach wipe with appropriate documentation. Laminar flow hood is cleaned with alcohol prior to and immediately following each procedure. Set-up table is cleaned with alcohol daily and as needed. All items taken into the clean room suite are appropriately wiped prior to entry
 - c. Acceptable performance is measured by the completion of weekly gloved finger-tip cultures within acceptable limits.
 - d. Acceptable performance is measured by the satisfactory completion of an annual aseptic technique practical exam
 - e. Acceptable performance is measured by documentation of daily IV suite air pressure readings, room temperature, and refrigerator temperatures
5. Completes all assigned professional competencies
 - a. Acceptable performance is measured by achieving a score of at least 90% on all written testing
 - b. Acceptable performance is measured by demonstrating appropriate technique when applicable
6. Fulfills pharmaceutical needs of the First Choice Surgery Center through the staffing of the First Choice Pharmacy at Community Hospital
 - a. Maintains appropriate inventory levels
 - b. Maintains all required federal and state, and Community Hospital records

DEPARTMENTAL STANDARDS

- a. Is punctual and dependable; reports to work as scheduled. Fulfills on-call obligations per prearranged schedule. Absenteeism and tardiness are within policy guidelines.
- b. Maintains a neat, professional, well-groomed appearance. Observes pharmacy dress code. Wears identification badge at all times.
- c. Performs work within specified time frames. Adapts positively to frequent interruptions and changes in workload and/or work schedule.
- d. Provides courteous, cooperative, and timely service to patients, visitors, and staff. Demonstrates good oral and written communication.
- e. Works cooperatively with all staff. Voices concerns and suggestions to appropriate persons in a positive manner.
- f. Demonstrates sound judgment consistent with training/academic background.
- g. Participates in the preparing and carrying out of the department's 90 day plan.
- h. Maintains strict confidentiality of patient, visitor, and employee information. Complies with HIPAA Privacy Rule standards.
- i. Fosters a team environment by providing orientation and training to new team members. Assists coworkers in tasks, as needed.
- j. Adheres to health system policies and procedures. Complies with all requirements related to risk management, safety, medication use safety, security, fire safety, and infection control. Complies with all applicable federal, state, and local laws, rules, and regulations.

ORGANIZATIONAL STANDARDS

- a. Performance demonstrates efforts to improve patient-guest satisfaction, lower costs, and improve quality.
- b. Understands and meets guests' needs and expectations. The patient-guest and family members always come first.
- c. Demonstrates the ability to address problems in a group setting using tools and techniques for identification and resolution of problems.
- d. Demonstrates the values and behaviors of the organization.

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 and/or EXPERIENCE:

Bachelor's Degree in Pharmacology required; Master's Degree in pharmacology preferred with at least one (1) year of related experience. Health system experience preferred, but not required.

OR

Equivalent combination of education and experience.

CERTIFICATES/LICENSES:

Requires current, unrestricted licensure as a Pharmacist in the State of Colorado.

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.

Employee Name & Signature

Date

Supervisor Name & Signature

Date