



POSITION DESCRIPTION Pharmacist

POSITION SUMMARY:

The Staff Pharmacist will prepare or monitor the preparation of all medication orders. All orders will be posted to the patient profiles. Profiles will be monitored for drug allergies, potential drug interactions, rational drug therapy, and drug incompatibilities. The Staff Pharmacist prepares all chemotherapeutic admixtures under aseptic conditions. Others duties as assigned including but not limited to inventory purchase of supplies and medication, and training.

POSITION DESCRIPTION –PHARMACIST

STANDARD

Environment of Care: Demonstrates knowledge and practice of:

1. **Safety** - Department specific and hospital wide safety risks
2. **Security** – Processes for minimizing security risks
3. **Haz Mat/Waste** - Procedures for spills/MSDS
4. **Emergency Preparedness** – Role in emergency codes
5. **Fire Safety** – Role/response in Code Red actual/drill
6. **Med Equipment** – Safe operation of equipment (see specific list) user error education
7. **Utility Systems** – Emergency procedures for utility failures

Infection Control: Demonstrates knowledge and practice of:

8. Department specific policies and procedures
9. Hospital-wide policies and procedures
10. Location/use of personal protective equipment
11. CDC Hand Washing Guidelines

Performance Improvement: Demonstrates knowledge of:

12. Hospital-wide approach to Performance Improvement
13. How department is involved in hospital-wide PI program

Patient Rights: Demonstrates knowledge and practice of:

14. Patient Rights and Responsibilities
15. Confidentiality Policy – HIPAA
16. Ethical Issue Resolution
17. Organizational Ethics Policy
18. Restraint Policy & procedure, alternatives to restraints

Risk Management: Demonstrates knowledge and practice of:

19. Occurrence Reporting
20. Identify and report a sentinel event
21. Sexual Abuse/Allegation Reporting
22. Root Cause Analysis/FEMA

Certifications

23. BLS/CPR card Exp date:
24. CPT Certification

Patient Safety

25. Non-punitive medical/healthcare reporting
26. National patient safety goals
 - Accuracy of patient identification using patient’s name and birth date
27. Medication safety in pharmacy
 - Look alike/sound alike medications
 - Safe storage and monitoring of use of narcotics

STANDARD

- Safe storage of paralytic agents
 - No KCI stored outside of pharmacy
 - Double check system for IV admixtures and chemotherapy
 - Stocking and quality control for automatic dispensing machines
 - Dangerous abbreviation list
 - Interventions for dangerous abbreviations
28. Sentinel events alert
- Inpatient suicide
 - Infant abduction
 - High alert medications
 - Transferring medications to sterile field
 - Preventing needle sticks and sharps injuries

Department Core Competencies

29. Demonstrate awareness of responsibility and accountability for completion of assignments and delivery of safe, effective, appropriate medication care in a timely and accurate manner
30. Screen and separate all incoming orders of first doses and stat drug orders between deliveries. STAT orders to be completed within five minutes.
31. Monitor all posting to patient profiles. Profiles to be monitored and checked after each new entry for drug allergies, drug-drug interactions, rational drug therapy and drug incompatibilities. Floor is notified when major potential drug interaction is eminent.
32. Check completed drug orders prior to delivery to patient care areas. Correct drug, dosage form, dosage schedule and strength utilized is ascertained.
33. Prepare all IV, Chemo and Admixture product under aseptic conditions for patients. Correct drug, dosage form, dosage schedule and strength utilized is ascertained noting any incompatibility and/or admixture problems.
34. Train and assist new personnel as needed. Maintain awareness to new personnel must be able to perform job duties independently and accurately.
35. Provide drug information as required for physicians and paramedical personnel
36. Work within scope of practice for pharmacy
37. Demonstrates problem solving abilities through use of critical thinking techniques
38. Resolves conflict in a skilled and professional manner
39. Supervise work of Pharmacy Techs. All final checks should be done accurately.
40. Prepare or monitor preparation of IV admixtures, extemporaneous parenteral products under aseptic conditions for patients. Correct drug, dosage form, dosage schedule and strength utilized is ascertained noting any incompatibility and/or admixture problems. Appropriate corrections are made.
41. Assist in planning needs and collaborates with other members of the healthcare team regarding the patient's condition
42. Aseptic technique procedures
43. Familiar with Board of Pharmacy regulations and location of regulations in the pharmacy
44. Calculation and preparation of:
- Adult and pediatric chemotherapy
 - Adult and pediatric hyperalimentation
 - Pain control therapy – PCA/Epidural/PCA pumps/IV Drips
 - Heparin drips
 - Dopamine drips
 - NTG drips
45. Drug Distribution Control
- Formulary management
 - Narcotic/controlled substance procedures
 - Crash carts
 - Omnicell system
46. Drug Information
- Use of drug information for physicians and other healthcare practitioners
 - Knowledge of micromedix, library and reference books
47. Drug recalls
48. Samples policy

STANDARD

49. Interactions screening
- Drug/drug interactions
 - Food/drug interactions
 - Drug/allergy interactions

50. Recording of interventions

51. investigational medications policy

52. Lab data interpretation for appropriateness of drug and dosage

53. Conduct inspections of medication areas

54. Medication orders reviewed for:

- Appropriate dose, route, and strength - adult
- Appropriate dose, route strength – pediatric
- Duplicate orders

55. Medication profile database interpretation

- Name
- Date of birth
- Sex
- Height/weight
- Drug allergies
- Current meds
- Diagnoses
- Potential food/drug interactions

56. Quality control records

Age Specific Competencies**Knowledge**

57. Knowledge of appropriate drug dosages for all age groups
58. Criteria to identify victims of abuse and neglect

Skills

59. able to calculate drug dosages appropriate to ages
60. Prepares/dispenses medications based on weight/age (pill versus liquid)
61. Appropriately interprets patient data and response to medications regarding side effects and possible interactions

Service Standards

62. Is proactive. Anticipates and responds to patient/physician/family members/coworkers needs. Demonstrates an energetic and positive approach to work. Is sensitive to customer's physical, social and cultural needs.
63. Demonstrates accountability and commitment to coworkers. Is a dependable member of the team and addresses issues in a timely manner.
64. Demonstrates sense of ownership. Pays attention to details of job, ensures all mandatory obligations are met.
65. Gives all customers their full attention and treats them with dignity, respect and understanding.
66. Presents a clean, professional, well groomed image. Wears name badge, adheres to uniform policy.
67. Safeguards patient confidentiality in all forms of communication.
68. Works effectively with others toward achieving common goals including morale and teamwork.
69. Interacts compassionately and in a timely manner with all customers.

Equipment – Demonstrate Safe and Effective Use

70. Laminar flow hoods

71. Computer

- Order entry
- Add/modify/delete drugs
- Run reports
- Tape backup
- Charging for medications

72. Printer – Laser

73. Copy Machine

74. Fax machine

75. Omnicell systems

POSITION (MINIMUM) REQUIREMENT CHECKLIST

Position Title: Pharmacist

Department: Pharmacy

EDUCATION

- Less than high school
- High school or GED
- Vocational/Technical
- 2 year/Associate Degree
- 4 year/Bachelor's Degree
- Post Graduate Degree in Pharmacy
- License/Certification RPh
- Knowledge of state, federal, JCAHO regulations
- Knowledge of specialty equipment tools: Laminar flow hood, Aseptic technique, chemo preparation
- Other: Medical terminology

EXPERIENCE

- One year hospital experience
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SKILLS

- Organizational
- Verbal/Follow verbal instructions
- Interpersonal
- Customer Relations
- Mathematical
- Analytical
- Grammar/Spelling
- Read/Comprehend/Follow written instructions
- Transcription
- BLS
- ACLS
- Computer
- Department Specific:
- Management/Planning Skills

PRE-PLACEMENT TESTING

- Minimum score of _____ on Clerical test
- Minimum typing of _____ wpm
- Minimum score of 84 on PCT test
- Minimum score of 84 on WS test
- Minimum score of 84 on MT test
- Minimum score of 100 on Filing test
- Minimum score of 84 on Nursing medication test

AGE OF PATIENTS SERVED (For Nursing/Patient Care Positions)

- Neonate/Infant (birth - 1 yr)
- Child/Ped. (1 - 12 yrs)
- Adolescence (13 - 18 yrs)
- Adult (19 - 65 yrs)
- Geriatric (66 + yrs)

MENTAL AND EMOTIONAL REQUIREMENTS

- Manage stress appropriately
- Make decisions under pressure
- Manage anger/fear/hostility/violence of others appropriately
- Handle multiple priorities
- Work alone
- Work in areas that are confined and/or crowded
- Concentration to detail
- Memory for detail

HAZARDS

- Exposure to toxic/caustic/chemicals/detergents
- Exposure to extreme conditions, hot/cold
- Exposure to dust/fumes/gases
- Exposure to moving mechanical parts
- Exposure to potential electrical shock
- Exposure to x-ray/electromagnetic energy
- Exposure to high pitched noises
- Exposure to communicable diseases
- Exposure to blood and/or body fluids
- Exposure to excessive sunlight, or work outdoors
- Unprotected heights
- CRT (computer) monitor
- Operating heavy equipment
- OTHER:

PHYSICAL REQUIREMENTS (See definitions on next page)

- Sedentary work
- Light work
- Medium work
- Heavy work
- Very heavy work

The minimum requirements of this position require the individual to:

- Stand for 8 hour(s) per day
- Sit for 8 hour(s) per day
- Walk for 4 hour(s) per day
- Perform repetitive tasks/motions
- Distinguish colors
- Hear alarms/telephone/tape recorder/normal speaking voice
- Have good manual dexterity
- Have good eye-hand-foot coordination
- Have clarity of vision
- Have good writing ability

Evaluate the requirements and activity percentage in time for this position based on the following:

- 1 - Not at all (0%)**
- 2 - Occasionally (1 - 33%)**
- 3 - Frequently (34 - 66%)**
- 4 - Continuously (67 - 100%)**

- 2 Climbing
- 3 Bending
- 2 Crouching
- 2 Squatting
- 1 Crawling
- 2 Kneeling
- 2 Balancing
- 2 Pulling with force
- 3 Reaching above head
- 3 Reaching above shoulder
- 3 Twisting at waist
- 2 Push/pull (up to 30 lbs.)
- 2 Lift/carry (up to 30 lbs.)
- 2 Lift from floor level up
- 2 Lift from waist level up
- 2 Lift above shoulders/head

POSITION (MINIMUM) REQUIREMENT CHECKLIST

LIST PERSONAL PROTECTIVE EQUIPMENT REQUIRED:

1. Use of vertical flow hood with safety glass down
2. Chemo safe facial mask
3. Chemo safe gown
4. Chemo safe gloves
5. Chemo safe spill kit

LIST OTHER MINIMUM REQUIREMENTS:

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

- A - Routine exposure
- B - Occasional exposure
- C - No exposure

OCCUPATIONAL EXPOSURE TO TB

- 1 - Routine exposure
- 2 - Potential exposure
- 3 - No exposure

COMPRESSED GAS USAGE

- Yes
- No

DEFINITIONS:

SEDDENTARY WORK:	Prolonged periods of sitting and exert up to 10 lbs. force occasionally.
LIGHT WORK:	Exert up to 20 lbs. force occasionally, and/or up to 10 lbs. frequently.
MEDIUM WORK:	Exert up to 50 lbs. force occasionally, and/or up to 20 lbs. frequently, and/or up to 10 lbs. constantly.
HEAVY WORK:	Exert up to 100 lbs. force occasionally, and/or 50 lbs. frequently, and/or 20 lbs. constantly.
VERY HEAVY WORK:	Exert over 100 lbs. force occasionally, and/or over 50 lbs. frequently, and/or over 20 lbs. constantly.

I have reviewed these job requirements and verify that I am able to perform the minimum requirements and essential functions of this position.

Employee Signature

Date