

PHARMACARE SERVICES

Job Description Standards of Performance

(Revised 08-12-03)

Position: Staff Pharmacist

Reports to: Director of Pharmacy

License: Current License as required by State Board of Pharmacy

Status: Hourly Non-Exempt

Job Summary:

Accurately reviews and interprets medication orders; prepares accurate and complete patient profiles; reviews profiles for correct drug, dosage and route of administration; ensures that no drug duplication or drug-drug interaction exists; ensures that patient is not allergic to any medication prescribed. Efficiently performs other professional pharmacy duties including the safe procurement, preparation, labeling, distribution and control of all drugs. Notifies appropriate medical/nursing staff whenever appropriate drug therapy is questionable. Actively supports and participates in pharmacy activities recommended by the JCAHO or other regulatory agencies.

Knowledge/Skills Required:

1. Computer-literate
2. Communication (verbal and written)
3. Knowledge of dosage requirements for pediatric, adolescent, adult and geriatric patients

Attitude/Traits/Appearance:

1. Courteous
2. Cooperative
3. Mature
4. Punctual
5. Neat and professional
6. Accurate
7. Detail-oriented

Physical/Mental Requirements:

1. Adequate range of motion and mobility required
2. May require lifting/carrying moderate loads (40 pounds)
3. Must be physically able to operate the equipment used for the job
4. Sitting, standing, bending, stooping, and the ability to carry items weighing up to 40 pounds
5. Talking and the ability to express and exchange ideas by means of language
6. Hearing and the ability to perceive sound
7. Near acuity with clarity of vision at 2 feet or less required
8. Ability to read, record, or type data quickly and accurately
9. Ability to collect and analyze data and verbal information to reach logical conclusions
10. Ability to determine the time, place, and sequence of operations or actions required
11. May be required to stand for long periods of time (4 to 8 hours)
12. May be required to handle a heavy work volume

Environmental/Working Conditions:

1. Working long hours between breaks or meals may be required
2. Ability to appropriately cope with stress
3. May be exposed to noise of varying intensities
4. Constant contact with co-workers
5. Exposure to fluctuations in temperature may be required
6. Exposure to outdoor environment

Equipment Requirements:

Ability to use fax, telephone, copy machine, computer, calculator, balance and/or scale, IV hood, and automated dispensing machine

Occupational Demands:

1. Awareness of the possible exposure to hazardous and/or biological materials
2. Ability to appropriately handle hazardous and/or biological materials

Critical Demands:

1. Ability to prioritize, work independently and handle stress
2. Ability to work cooperatively as a team member of the hospital staff
3. Ability to meet the pharmaceutical care needs of the patients served by the facility
4. May be required to work long hours between breaks or meals

Age Specific Statement (Check One):

() Individual has regular, clinical contact with patients and must demonstrate knowledge and skills in caring for patients (or assisting in caring for patients) of different age groups. Individuals must demonstrate the ability to care for and utilize resources for patients to promote a cost-effective and efficient environment for patients in the following age groups:

- () Newborn
- () Child
- () Adolescent
- () Adult
- () Geriatric

() Individual has contact with patients in a non-clinical setting understand and demonstrate appropriate behavior when interacting with patients in the following age groups:

- () Newborn
- () Child
- () Adolescent
- () Adult
- () Geriatric

() Individual has no contact with patients.

Basic Functions:

1. Regular attendance is required to perform the essential duties and responsibilities of this position.
2. Maintains performance levels that support the mission and philosophy of PharmaCare Services of providing exceptional patient care and satisfaction.
3. Employee must maintain confidentiality of patient and employee information, as well as all PharmaCare Services proprietary information at all times.
4. Attends compliance related in-services (evidenced by attending mandatory corporate compliance in-service, and/or hospital orientation, and/or mandatory staff in-services)

Duties and Responsibilities:

1. Interprets, clarifies and transcribes all medication orders accurately and timely
2. Monitors medication orders and reviews patient profile to ensure appropriate drug selection and dosage (no drug duplication, interactions or allergies)
3. Prepares and labels all drugs accurately and timely
4. Actively participates in the Adverse Drug Reaction Reporting Program
5. Provides accurate, adequate and timely drug information to the professional staff
6. Demonstrates working knowledge of pharmacy's policies and procedures
7. Supports the formulary development process by consulting with medical staff and promoting rational drug therapy selection
8. Supports pharmacy management in inventory control

9. Issues controlled substances to patient care areas and maintains records as required by appropriate legislative/regulatory authorities
10. Demonstrates ability to function as a team member in performance improvement and medication-use review activities
11. Demonstrates skills and knowledge in contemporary pharmacy practice (renal dosing, antibiotic use review, IV to PO programs and JCAHO activities)
12. Provides drug information/education to patients and their families as required by legislative/regulatory authorities
13. Demonstrates ability to set priorities, work independently and cooperatively with others within and outside the department
14. Performs all other duties as assigned by appropriate management

Behavioral Expectations:

1. Compassion - Demonstrates sensitivity for the needs of others by showing appreciation and respect for the dignity of all persons. Shows concern for the feelings of others through actions that express thoughtfulness, attentiveness and confidentiality
2. Service - Anticipates and responds to the needs of patients, visitors, physicians, employees, volunteers and the community. Recognizes the needs of others and takes appropriate steps
3. Communication - Expresses and receives, through word, body language and listening skills, all information needed for job performance. Presents information (verbal and/or written) in a clear and concise manner that is easy to hear or read and understand
4. Fairness - Displays open-mindedness and objectivity in relations with patients, visitors, physicians, employees, volunteers and the community. Treats all persons justly acting without self-centeredness, prejudice and favoritism
5. Courtesy - Demonstrates the hospitality of PharmaCare through words and behavior. Displays friendliness, kindness and appropriate manners in interactions with patients, visitors, physicians, employees, volunteers and the community.
6. Teamwork - Promotes a spirit of unity which enables the group to work together to achieve a common goal. Takes initiative to perform job and/or assist co-workers, supporting the work of others in accomplishing the mission of the Company
7. Stewardship - Demonstrates efficient and careful use of materials and human resources to carry out the mission of the department and PharmaCare, in a resourceful and creative manner. Effectively utilizes and is not wasteful of human and financial resources, equipment, supplies, building, and property
8. Flexibility - Displays open-mindedness and adaptability by adjusting to meet the needs of the department and PharmaCare. Receives in a positive manner suggestions for improvement and necessary changes in scheduling, procedures and assignments
9. Professionalism - Presents a positive image of himself/herself and of PharmaCare. Exhibits behaviors, which demonstrate competence, reliability, self-control, honesty, and appropriate overall appearance while rendering service
10. Concern for Environment - Demonstrates responsibility for maintaining an environment, which is conducive to the work of PharmaCare. Takes necessary measures to assure work area and the Company, as a whole is kept safe, neat, quiet and clean

Marginal Functions:

A review of this job description may have omitted some of the marginal functions of the position that are incidental to the performance of the job duties and responsibilities. This position description, in no way, states or implies that these are the only duties and/or responsibilities to be performed by the employee in this position. The Employee in this position will be required to follow any other job-related instructions and to perform any other job-related duties requested by his/her supervisor.

I acknowledge that my employment relationship with PharmaCare Services, unless otherwise provided in writing, shall be defined as “employment-at-will” where either party may dissolve the relationship at any time.

I have reviewed this job description and understand that it is my responsibility to perform up to the high standards set forth by PharmaCare Services.

Pharmacist's Printed Name

Pharmacist's Signature

Date

Director of Pharmacy Signature

Date