

Management Information Systems (MIS)
Pharmacy Clinical Applications Coordinator/Consultant

PURPOSE: Serves as Area Pharmacy Clinical Applications Coordinator, Bemidji Area Indian health Service (IHS). As Area Clinical Applications Coordinator (CAC), the incumbent plays a crucial role in both implementing and supporting the IHS Electronic Health Record (IHS-EHR) at local sites, with special emphasis on the pharmacy related elements, working closely with all local site CACs, and supporting sites with limited local CAC capability. Primary duties include:

- A. Responsible for providing expert training in and helping implement the latest Resource and Patient Management System (RPMS) Pharmacy and Adverse Reaction Tracking (allergies and other adverse drug reactions) Packages at local sites, including all pharmacy related preparatory work necessary for implementing the IHS-EHR. TIHS includes pre-installation file preparations, installation itself, and post-installation testing and adjustments.
- B. Provides ongoing Area-wide support to users of the RPMS Pharmacy Package and Adverse Reaction Tracking Package, whether IHS-EHR has been implemented or not. Responsible for assisting with the planning, preparation, implementation, training and support of multi-service IHS software packages that automate the capture of clinical encounter information and its subsequent retrieval for Service Units, Tribal and Urban facilities within the Bemidji Area IHS.
- C. Coordinates with Information Technology staff, and other application coordinators, to implement integrated packages, resolve conflicts, provide secondary support on related software modules, and insure smooth operations in areas where package scope overlaps or is integrated with other services' function.
- D. Analyzes and evaluates processes related to information flow, and serves as a liaison between facilities, departments, and staff related to these processes.
- E. Manages the customization of the local site parameters, and addresses integration issues with other software packages. Periodically reviews site parameters and site specific files for accuracy and completeness.
- F. Coordinates and provides training to end-users on current software applications as needed, as well as how the packages integrate with each other.
- G. Monitors and coordinates efforts to correct deficiencies and errors that occur in the electronic medical record.
- H. Works with programmers in local testing of pharmacy software, identifying software problems and requesting enhancements.
- I. Point of Sale Subject Matter Expert.
- J. Serves as a resource person and consultant in the Bemidji Area on matters relating to pharmaceuticals and pharmacy practice.
- K. Designs, modifies and enhances Order Entry/Results Reporting for computerized provider order entry programs based on the specific needs to the particular user(s)/facility to enable the practitioner to enter all clinical orders, obtain all clinically relevant information, and to link patient information with programs that can provide clinical decision support capabilities. Works with clinical staff to develop and implement template notes and clinical reminders.

WHAT IS THE BUDGET ESTIMATE FOR THE UPCOMING YEAR: Cost for the service is estimated at \$160,000 to include salary, benefits, travel, training, etc

WHAT IS THE PARTICIPATION AMOUNT PER ORGANIZATION: Participation is optional and is a shared cost to cover the budget estimate. Participation amount is a flat rate calculation based upon the number of participant organizations.

- If 100% of Tribes & Urbans buy-in (31): \$5,152 ;
- If 50% of Tribes & Urbans buy-in (15): \$10,667

CONTACT: Position is vacant

