



**NORTON SOUND
HEALTH CORPORATION**

POSITION DESCRIPTION

EMPLOYEE NAME:

POSITION TITLE: Pharmacist
JOB CODE: 32615-69
RELOCATION: Yes
EXEMPT: Yes
TRAVEL REQUIRED: No

PREPARED BY: Human Resources
APPROVED BY: Corporate Officers

DATE: 10/98
DATE: 8/03

DEPARTMENT: Pharmacy
DIVISION: Hospital Services

REPORTS TO: Pharmacy Director

SUPERVISES: Limited supervisory responsibility of Pharmacy Technicians.

PURPOSE OF POSITION: To provide patient and family focused care in accordance with NSHC's mission, philosophy, policies, and procedures while applying standards for the Pharmacist profession. Responsible for the day to day operation of the Pharmacy. Monitors medication stock levels and generates orders to maintain those levels, supervises technicians, fills and processes orders from all areas of involvement while maintaining records as required by law.

NOT
APPLICABLE

MET
STANDARD

DID NOT MEET
STANDARD

MAJOR RESPONSIBILITIES:

- I. Core Competencies:
- I. A. Process and Professionalism:
 - Utilizes the pharmaceutical process of assessment, diagnosis, planning, intervention, and evaluation when: assessing the patient's condition and needs; setting outcomes; implementing appropriate actions to meet the patient's/family's physical, emotional, spiritual, social, intellectual and safety needs; and evaluating patient's progress.
 - Represents NSHC in a professional manner while acting as an advocate for patients/families, physicians, and other staff members.
 - Maintains quality and efficiency standards as set by the immediate supervisor and makes recommendations for improvements.
 - Participates in activities that promote professional growth and self-development. Attends pertinent in-services, departmental and other meetings as requested by the immediate supervisor.
 - Adheres to all NSHC dress codes, personnel and safety policies.
 - Upholds NSHC's vision, mission and corporate values.
- B. Problem Solving/Critical Thinking:
 - Identifies work-related problems with possible solutions and implements solution(s), when appropriate.
 - Maintains constant awareness of the legal aspects of position and demonstrates this in decisions regarding patient care within the Pharmacist's scope of practice.
- C. Assessments and Interventions: Demonstrates system based assessments identifying patient problems and needs with appropriate interventions to achieve desirable outcomes.
 - Reviews all orders to ensure that the proper medication and dosage is prescribed and that there are no ambiguities in the physician's order.
 - Recommends medication changes to physician when necessary.
- D. Procedures, Therapies, and Treatments: Maintains an in-depth knowledge of pharmaceutical principles, practices, standards, and techniques and applies this knowledge in accordance with NSHC policies and procedures and in compliance with State and federal laws/regulations.
 - Provides proper information to physician and nurses regarding dosage, storage compatibility, reconstitution, administration, stability, expiration and side effects of all prescribed medications.
 - Prepares labels and pharmacy profiles according to procedures with no more than three medication labeling errors per year.

POSITION: Pharmacist	PAGE 2 OF 3	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
MAJOR RESPONSIBILITIES: <p>E. Documentation: Gathers data and accurately documents information in a timely manner in accordance with applicable policies, procedures, laws and regulations.</p> <p>F. Maintains pharmaceutical and related stock inventory to ensure an adequate supply at all times.</p> <ul style="list-style-type: none"> • Processes and logs the incoming pharmaceutical stock orders according to established procedures. • Ensures that drugs and supplies are available in the department and designated hospital care areas by maintaining inventories according to established guidelines. • Maintains records of controlled drugs received and used in the pharmacy according to established procedure with no omissions. • Uses cost containment measures in ordering and maintaining pharmaceutical stock. • Ensures that medication and intravenous admixtures are available and delivered to proper patient care areas for administration to the patient on time. <p>G. Safety:</p> <ul style="list-style-type: none"> • Maintains and demonstrates a thorough knowledge of departmental and corporate safety policies and procedures as they pertain to the job, including the fire and disaster plans. • Performs CPR according to policy. • Maintains a safe environment for patients, guests and staff. • Maintains confidentiality of information deemed confidential. <p>H. Teamwork Expectation:</p> <ul style="list-style-type: none"> • Maintains harmonious and cooperative relations with fellow employees, management, patients and guests. • Promotes healing by maintaining a peaceful, orderly and clean environment. • Acts as a role model in maintaining a professional atmosphere. <p>I. Patient Education: Participates in facilitating patient's and family's learning appropriately.</p> <p>J. Medication Administration: Calculates dosages and dispenses medication according to law and current standards of quality patient care as required by the State Board of Pharmacy, JCAHO, Federal DEA, and the Board of Health.</p> <p>K. IV/Enteral Therapy: Prepares intravenous chemotherapy medication under strict safety precautions. Proper handling of all materials coming into contact with these medication is required 100% of the time. Prepares intravenous admixtures while working under a sterile laminar flow hood. Maximum of two mixing errors per year.</p> <p>II. Performs other related work as directed by immediate supervisor (i.e. participates in orientation of new personnel, attends meetings and court hearings when needed, and completes assigned tasks in a timely manner).</p> <p>III. Department/Area Specific: Pharmacy</p> <p>A. Customer population specific</p> <ul style="list-style-type: none"> • Demonstrates ability to work with and provide appropriate service and information to the clients, general public, agencies, departments, employees and management. <p>1. Provides care to the following age groups:</p> <p style="padding-left: 20px;">__Embryo __birth __infant (0-2yrs) __child __pre-adolescent</p> <p style="padding-left: 20px;">__Adolescent __adult __geriatric __maternal/neonate</p>				

POSITION: Pharmacist	PAGE 3 OF 3	NOT APPLICABLE	MET STANDARD	DID NOT MEET STANDARD
<p>MAJOR RESPONSIBILITIES:</p> <p>B. Demonstrates ability to care for medical populations according to policy and procedure. Uses the appropriate process to assess, plan, implement, and evaluate the care of these patients.</p> <p>C. Supervisory Responsibilities:</p> <ul style="list-style-type: none"> Limited supervisory responsibility of Technicians in the Director's absence. <p>QUALIFICATIONS:</p> <p>Education: Graduate of an accredited school of Pharmacy.</p> <p>Registration/Certification: ACLS, BLS, CPR, and first aid certification is required.</p> <p>Experience: One year Pharmacist experience is required, preferably in the outpatient setting.</p> <p>Licensure: Must be licensed as a Pharmacist in the State of Alaska.</p> <p>Skills: This position requires good organizational skills with attention to detail. Must be able to communicate effectively (oral and written). Possess ability to follow detailed written and oral instruction. Demonstrate professionalism, consideration and confidentiality towards others in stressful situations.</p> <p>Physical Requirements: Must be in good general health. Must be physically able to talk, hear, type, file, write, bend, stoop, reach and lift up to 50 pounds. Continuous amount of standing is required.</p> <p>Personal Traits: Must be courteous, accountable, and responsible for self and actions; dependable, honest, cooperative, adaptable, versatile, mature, good listener, objective and able to remain calm under stress. Must have ability to adapt emotional responses to the needs of people of varying temperament and disability.</p> <p>Working Conditions: Well-lighted and ventilated work area.</p> <p>Work Hours: Normal work hours are Monday through Friday, 8am to 5pm. Occasional evening and weekend work may be required. May be required to participate in a call schedule.</p> <p>Travel: No travel is required.</p>				