CLINICAL PHARMACY COORDINATOR

DEFINITION
Under direction, supervises and performs a wide range of professional pharmaceutical duties at Natividad Medical Center (NMC) and/or related sites; supervises the work of subordinate pharmacists and pharmacy technicians; performs the more specialized and complex clinical and consultative services to health care professionals and patients regarding drug therapy regimens; develops and provides training to less experienced pharmacy staff; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS
This is an advanced/supervisory level class. An incumbent in this class reports to the Pharmacy Director and serves as both a supervisor and a clinical pharmacy specialist. The incumbent will also act in the absence of the Pharmacy Director and assist the Director in planning, coordinating and implementing pharmacy programs, projects and services. This class can be distinguished from subordinate pharmacist classes by its supervisory duties and the responsibility for performing the more complex, consultative pharmacy work while serving as a training resource for other pharmacy staff.

EXAMPLES OF DUTIES
Nothing in this specification restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

1. Supervises the work of subordinate professional and technical pharmacy staff; schedules, assigns, directs, and monitors the quality and quantity of work performed; evaluates staff performance and initiates/implements disciplinary action if needed; performs quality control checks to ensure that the work of subordinates is both accurate and appropriate and that staff are fully competent to perform their duties; participates in staff selection processes; ensures that staff receive appropriate training and develops training materials/programs as needed.

2. Performs the more complex, clinical pharmacist duties; monitors the use and administration of patients’ drug regimens and the appropriateness of serum drug levels; verifies dose appropriateness based on clinical goals and expectations; provides a baseline for adjustments; consults with physicians and nurses regarding the appropriateness of proposed drug use.

3. Monitors and evaluates adverse drug reactions and pharmacist interventions; compiles and reports statistical information; develops quality assurance plans to assess the appropriate use of drugs.

4. Coordinates clinical pharmacy activities with physician, nursing, laboratory, and other personnel; develops and assists in the implementation of clinical pathways and therapeutic guidelines.

5. Teaches and instructs pharmacists, nurses, physicians, and others regarding the technical skills used in monitoring drug therapy; provides advice regarding the actions to undertake in solving drug therapy problems; teaches interpersonal communication and patient counseling techniques; develops practice activities and assigns special projects.

6. Monitors prescribing habits for long-range planning and cost analyses; coordinates the use and monitoring of expensive medications; recommends adjustments to NMC formularies as appropriate.

7. Coordinates pharmacy record keeping, auditing, and other drug control policies, procedures and activities as required by County, State, and Federal law; communicates with insurance companies and health benefit representatives regarding reimbursement and formulary matters.
8. Serves as the coordinator for investigational drug studies and special projects; keeps informed of new drugs and innovations in the pharmaceutical field; maintains an up-to-date drug information service; stays abreast of current literature and provides information to medical staff; serves as a resource for the professional staff and answers technical pharmaceutical questions; develops protocols to monitor drug therapy.

9. Represents NMC’s pharmacy services on various committees, task forces, and staff meetings; attends professional conferences and seminars as assigned.

10. Serves in the absence of the Pharmacy Director; assists the Director in planning, coordinating, and implementing various pharmacy programs, projects, and services.

11. May interpret, fill, and dispense prescriptions and perform other professional pharmacist duties as assigned.

12. Performs other related duties as assigned.

QUALIFICATIONS

A combination of experience, education, and/or training which substantially demonstrates the following knowledge, skills and abilities:

Knowledge and Skills

Thorough knowledge of:

1. Principles and practices of employee supervision, including selection, training, motivation, evaluation, and discipline.

2. Current principles, methods, and practices related to clinical pharmacy, modern pharmacology and toxicology.

3. Methods and techniques used in pharmacokinetic monitoring of drug therapy.

4. Current and new principles and practices of pharmacy administration including procurement, quality control, quality improvement, formulary development/maintenance, benefits management, and budgeting.

5. Current laws and standards regarding the use of narcotics, poisons, and drugs, including those relevant to the operation of both an acute-care hospital pharmacy and an ambulatory care pharmacy.

6. Standards and methods for compounding/dispensing a wide range of pharmaceutical prescriptions/preparations, I.V. additive mixtures, and unit/dose medication distribution systems.

7. The drugs, chemicals, and pharmaceutical supplies typically required for an acute-care hospital pharmacy as well as an ambulatory care pharmacy.

8. Pharmacy technology and components.

9. The pharmaceutical services standards of the Joint Commission on Accreditation of Health Organizations (JCAHO).

Working knowledge of:

1. Principles and practices of public administration, including the organization, powers and limitations of county government.

3. Third-party billing practices common to an acute care hospital environment.
4. Theories and methods of research, cost benefit analysis, and report writing.
5. Computer hardware and software typically used to support pharmacy-related operations.
6. Effective methods of communicating information to others.

Some knowledge of:
1. Goals of clinical pharmacy training programs.
2. Techniques used in teaching.

Skill and ability to:
1. Supervise the work of subordinate staff engaged in professional, technical, and other pharmacy support activities; monitor work performance; delegate work effectively.
2. Analyze a variety of complex pharmaceutical issues and make sound clinical recommendations.
3. Plan, develop, and coordinate pharmacy quality control and quality improvement programs.
4. Plan, develop, and coordinate drug information services including drug therapy consultations, drug use evaluations, and other quality assurance activities.
5. Analyze and recommend changes to inpatient and outpatient pharmaceutical formularies.
6. Provide training to others in a patient care setting, using a problem/resolution oriented approach.
7. Stay abreast of current drugs, pharmaceutical preparations, and trends in pharmacy equipment and methods.
8. Utilize technology tools, including computer hardware and software, to efficiently perform duties; assist with and coordinate the improvement of such tools.
9. Communicate effectively with others, both orally and in writing.
10. Provide excellent public relations and courteous customer service.
11. Establish and maintain cooperative working relationships with others including physicians, nurses, administrators, managers, vendors, and other health care industry personnel.

REQUIRED CONDITIONS OF EMPLOYMENT
Pursuant to Chapter 9, Division 2, Article 3 of the California Business and Professions Code, the following license is required for positions in this class:
1. Possession of a current and valid license as a Registered Pharmacist issued by the State of California Board of Pharmacy.
2. Possession of a valid Class C Driver’s License.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING
The knowledge, skills and abilities listed above may be acquired through various types of experience, education or training, typically:

Experience:
Three years as a licensed Pharmacist in an acute care hospital setting.
Substitution:
Graduation from an accredited residency or comparable program in hospital clinical or specialized pharmacy setting may substitute for one year of the above-required experience.

PHYSICAL AND SENSORY REQUIREMENTS
The physical and sensory abilities required for this classification include the ability to:

1. Sit for extended periods of time while working at a desk; to move around the office and throughout the hospital; to drive a vehicle as needed to attend meetings and go to other pharmacy locations, and to deliver pharmacy items if necessary; to lift and carry up to 20 pounds.

2. Write by hand and using a computer; to operate a computer keyboard and finely manipulate small objects.

3. Read information from a distance and close up to see information on a computer monitor for extended periods of time; to recognize color as needed to identify drugs and chemical reactions.

4. Hear normal speech, even in a moderately noisy environment; to hear and talk on the telephone and in person.

5. Make decisions and concentrate, even during emergencies; ability to work with the public on a constant basis.

6. Work in an environment with potential exposure to poisons and hazardous chemicals.

CLASS HISTORY
Class Code: 50A25  Job Group: 08
Established Date: October 2009  EEO Category: P
Revised Date: (New)  Work Comp. Code: 9043
Former Title: (New)  Bargaining/Employee Unit: H
FLSA:  E
MOCO OT:  N

Prepared by: CPS Personnel Services

/s/ Janine Bouyea
Hospital Human Resources Administrator

12/9/2009
Date