

UW HEALTH JOB DESCRIPTION

Pharmacy Coordinator		
Job Code: 702002	FLSA Status: Exempt	Mgt. Approval:
Department: <ul style="list-style-type: none"> Pharmacy – Acute Care and Clinics Pharmacy – Inpatient Services Pharmacy – Oncology Infusion Pharmacy – Systems and Operations Pharmacy – Pharmacy Retail Oncology 		HR Approval: Annual Review – December 2020 Direct all questions, changes, and/or updates regarding this PD to HR BP
JOB SUMMARY		
<p>The Pharmacy Coordinator is responsible for maximizing the optimal provision of pharmacy services related to the care of patients at UW Health. The Pharmacy Coordinator, under the direction of the Pharmacy Manager, will develop, implement, and monitor pharmacy programs, lead pharmacy practice advancement, champion variation reduction efforts, and provide professional development for pharmacists as it relates to care of the patient.</p> <p>Areas of focus for this position will include:</p> <ul style="list-style-type: none"> Developing systems to ensure appropriate prescribing, distribution, administration and monitoring of drug therapy outcomes Developing, implementing and monitoring quality improvement projects and processes Monitoring of drug utilization, drug cost, and implementation of cost savings initiatives Leading pharmacist professional development Educating and developing student pharmacists and pharmacy residents as it relates to pharmacy practice Training and onboarding of pharmacists Serving as a pharmacotherapy expert and resource 		
MAJOR RESPONSIBILITIES		
<ol style="list-style-type: none"> I. Developing systems to ensure appropriate prescribing, distribution, administration and monitoring of drug therapy outcomes <ol style="list-style-type: none"> a. Serve as a resource to operationalize pharmacy initiatives b. Create, review, and coordinate decision support tools and content to maximize best practice care delivery c. Provide pharmacist perspective during the consideration and development of new practice improvement tools d. Participate as a member of pharmacy department and health system teams and committees e. In collaboration with the Drug Policy team, the Center for Clinical Knowledge Management, and the Medications Management team, coordinate and implement pharmaceutical practice guidelines and protocols II. Developing, implementing and monitoring quality improvement projects and processes <ol style="list-style-type: none"> a. Perform routine analysis and quality assurance of pharmacy services b. Continuously improve, develop and maintain policies and procedures in compliance with applicable state laws, regulations and practice standards. c. Review reports for medication errors, adverse drug events, ineffective service, or other problem identification d. Support Pharmacist documentation systems and decision support initiatives <ol style="list-style-type: none"> i. Electronic medical record support and improvement as it relates to pharmacy practice e. Assist the associated Pharmacy Manager with performance reviews and improvement plans f. Analyze and implement quality improvement measures for improving organizational performance III. Monitoring of drug utilization and drug cost at and implementation of cost savings initiatives <ol style="list-style-type: none"> a. Maximize reimbursement for medications administered across the service line by developing systems with providers, case managers, fiscal, and pharmacy departments <ol style="list-style-type: none"> i. Financial assessment of inpatient vs. outpatient treatment ii. Monitoring, assessment of appropriateness, and follow up for clinic-administered medications in the inpatient setting iii. Conversion of patients to appropriate oral therapies vs. intravenous therapies b. Work with medical leadership to determine and utilize alternatives for high-cost medications c. Additional responsibilities related to cost savings initiatives as determined by the Pharmacy Manager IV. Leading pharmacist professional development <ol style="list-style-type: none"> a. Identification of new professional development opportunities b. Coordination of staff development and education activities 		

UW HEALTH JOB DESCRIPTION

- c. Provision and coordination of in-services, didactic lectures, newsletters, competencies, and continuing education
- V. Educating and developing student pharmacists and pharmacy residents as it relates to pharmacy practice
 - a. Schedule coordination, onboarding and training
 - b. Ensure a consistent and quality experience for preceptors, student pharmacists and pharmacy residents across all rotations
 - c. Serve as a preceptor in both clinical, operational and/or administrative focused rotations
- VI. Training and onboarding of pharmacists or skilled technicians
 - a. New pharmacist onboarding and training
 - i. Competency assessment
 - ii. Individualized development plans as necessary
 - b. Pharmacist involvement with Pharmacist Advancement and Recognition Program (PARP)
 - c. Pharmacist achievement of Board of Pharmacy Specialties (BPS) and other professional development certification, as applicable to pharmacy department/area
- VII. Serving as a pharmacotherapy expert and resource
 - a. Interdisciplinary education
 - i. Provides and/or promotes pharmacy educational opportunities to other professions
 - ii. Participates in interdisciplinary activities including core lectures, conferences, rounds, and journal clubs
 - b. Cost effective medication use resource
 - c. Pharmacy guideline development and maintenance
 - d. Pharmacy policy development and maintenance

Staff up to 50% as a pharmacist, or as operational needs necessitate.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's degree in Pharmacy or a PharmD degree
	Preferred	Completion of an ASHP accredited residency training program
Work Experience	Minimum	Three (3) years of health-system experience or completion of an ASHP accredited residency training program
	Preferred	Five (5) years of relevant practice experience
Licenses & Certifications	Minimum	Licensed as a pharmacist in Wisconsin or must obtain within 90 days of hire date
	Preferred	Certification through the appropriate certifying program (Board of Pharmacy Specialties, National Board of Nutrition Support Certification, National Certification Board for Anticoagulation Providers, Specialty Pharmacy Certification Board, etc.).
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> Ability to effectively manage multiple projects and responsibilities Ability to hold others accountable to stated deadlines Ability to utilize creativity in developing projects and programs for different learning and communication styles Effective communication skills Ability to regularly document and report meaningful data, as a method to quality assurance and continual improvement Ability to transfer learned principles and ideas from relevant literature and outside programs to current and / or future internal programs Ability to coach and motivate others into accomplishing a task Ability to provide effective feedback Ability to learn computer and application skills as applicable to role Ability to build rapport with others Attention to detail Ability to write detailed policies and procedures to meet regulatory requirements

UW HEALTH JOB DESCRIPTION

AGE SPECIFIC COMPETENCY (Clinical jobs only)				
Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.				
Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below.				
x	Infants (Birth – 11 months)	x	Adolescent (13 – 19 years)	
x	Toddlers (1 – 3 years)	x	Young Adult (20 – 40 years)	
x	Preschool (4 – 5 years)	x	Middle Adult (41 – 65 years)	
x	School Age (6 – 12 years)	x	Older Adult (Over 65 years)	
PHYSICAL REQUIREMENTS				
Indicate the appropriate physical requirements of this job in the course of a shift. <i>Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.</i>				
Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
X	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.