

WEST PARK HOSPITAL JOB DESCRIPTION

JOB TITLE: Pharmacy Informatics Specialist

DEPARTMENT: Patient Care Services

IMMEDIATE SUPERVISOR: Chief Clinical Officer

JOB SUMMARY: The Pharmacy Informatics Specialist is responsible for the clinical Information Technology components which have a connection to the ordering, dispensing, or administration of medications as it relates to the electronic medical record/Healthcare Information System. This includes development, implementation, maintenance, troubleshooting and support. This individual also assists in the broader process of clinical systems implementation, problem identification and resolution through coordination and collaboration among physicians, clinical staff and Information Technology to ensure Pharmacy systems are interoperable and coordinated with the core systems in use.

CULTURE/RELIGIOUS ASPECTS: Employee will care for patients of all cultural and religious backgrounds. In view of the seasonal influx of people from all over the world, be prepared to care for patients of diverse cultural and/or religious backgrounds.

ETHICS AND COMPLIANCE: Employee performs within the prescribed limits of the hospitals/departments Ethics and Compliance Program. Is responsible to detect, observe and report compliance variances to their immediate supervisor, or upward through the chain of command, the Compliance officer or hospital hotline.

ESSENTIAL FUNCTIONS: This individual is responsible for assuring the overall timely and successful implementation and operation of West Park Hospital's pharmacy Information Technology, which includes Meditech's PHA, eRX, BMV, and RXM clinical modules for the acute care, ambulatory, and home care platforms and other applications affecting medications utilized by West Park Hospital.

Specific responsibilities include:

1. Responsible for effective process design, development, and implementation of the Electronic Medical Record and Clinical Decision Support as it related to the medication process, from ordering to administration.
2. Maintain and update custom order sets in regards to medications and WPH formulary in coordination with the assigned Order Set management staff.
3. Clarify needs, prioritize requests, facilitate adaptation and utilization of the Electronic Medical Record as it relates to the inpatient and ambulatory prescriber order entry system.
4. Coordinates and collaborates with multiple stakeholders to design and deliver systems which are interoperable with core systems and outside entities as appropriate.
5. Communicates changes related to medications and medication ordering in a timely fashion.
6. Educates providers, nursing, pharmacy, and ancillary staff as appropriate on workflow, system design, and proposed and actual changes.
7. Demonstrates independent decision making as appropriate in evaluation of requests for system improvements and determines feasibility and advisability of system changes.

8. Works with the Chief Clinical Officer and the Director of Information Technology, other Information Technology personnel, physicians and other hospital departments to assure the successful integration of the hospital's clinical Information Technology with the overall hospital information system as it relates to prescriber order entry and medications.
9. Keeps the Chief Clinical Officer and the Director of Information Technology informed of all events affecting the timely installation and successful operation of the hospital's clinical Information Technology, including dictionary building, software testing, personnel training, and placement and proper functioning of hardware and network resources as it relates to medications.
10. Participate in the regular rotation of on-call responsibilities for support of the Clinical HELP desk.
11. Perform other duties and responsibilities for which the individual is qualified, as requested by the Director of Information Technology.
12. Perform staff Pharmacist duties under the direction of the Director of Pharmacy as outlined in the Staff Pharmacist job description for no less than 10 hours per week average per quarter as requested by the Director of Pharmacy and coordinated with the Director of Information Technology.

EDUCATION: Bachelor's of Science or Pharmacy D Degree and current license as a Pharmacist.

EXPERIENCE: Minimum of two years clinical experience in a hospital setting or recent experience with hospital clinical Information Technology and pharmacy informatics knowledge required.

SKILLS: Well-developed written and verbal communications skills and interpersonal skills are necessary. Must have an interest in computerization and its potential for improving hospital operations. Competence in the use of PC hardware and software is essential. Must have knowledge of hospital clinical and ancillary services operating procedures and how departments interrelate. Ability to manage projects, meet deadlines, and establish and maintain effective working relationships with all levels of hospital staff and physicians is required.

WORKING CONDITIONS: Works in clean, well lighted, heated and air-conditioned area. Exposure to hazardous materials is limited, but possible. Normal work schedule is day shift Monday through Friday, with periodic assignment of on-call duties outside of regular business hours. Position may require long hours, including occasional evenings, nights, week-ends, and holidays. May receive telephone calls at home at any time.

PHYSICAL DEMANDS: Standing, sitting, walking, lifting up to 50 pounds. Some work is sedentary. Near visual acuity to read copy when keying.

My job requires that I lift:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A. Up to 10 lbs.				X
B. 11 - 24 lbs.			X	
C. 25 - 34 lbs.		X		
D. 35 - 50 lbs.		X		
E. 51 - 74 lbs.	X			
F. 75 - 100 lbs.	X			
G. Above 100 lbs. STATE WEIGHT	X			
H. STANDING			X	
I. WALKING			X	
J. SITTING				X

Any lifting of 35# or more requires the use of an assistive device and/or physical assistance.

EXPOSURE CATEGORY 2

1. Tasks that involve exposure to blood, body fluids or tissues. This includes all procedures or job related tasks that involve inherent potential for mucous membrane or skin contact with blood, body fluids or tissues, or potential spills or splashes of them.
2. Tasks that do not involve exposure to blood, body fluids or tissue, but exposure may be required as a condition of employment. Appropriate protective measures are readily available to these employees when needed.
3. Tasks that involve NO exposure to blood, body fluids or tissue and Category I tasks are not a condition of employment.

Employee Signature

Date

Reviewed: 10/14

Revised: 10/14