



Job Description

Job Title:	Coordinator, Pharmacy Operations	Job Code:	222
Job Grade:	28	EEO-1/Job Family:	Professional
Reports to:	Director, Pharmacy Services	Created:	May 2007
Supervises:	None	Revised:	N/A
Ed/Exp:	BA/3Yr.	Travel:	< 10%
Lic/Cert:	Nebraska pharmacy license	PPE:	JCAHO
FLSA:	Exempt	Work Environment:	Internal

Objective: To coordinates day-to-day central pharmacy operations with the oversight of all facets of medication distribution. To coordinates central workflow and validates completion of routine daily tasks and all other aspects of Central Pharmacy operations. To provide and coordinate technical support and serves as a resource person for Cerner, Pyxis, and all other informatics and/or technology within the department. To comply with JCAHO policies and standards, and with local, State of Nebraska, and federal laws and regulations for the delivery of health care.

Essential Functions:

1. Coordinates day-to-day central pharmacy operations with the oversight of all facets of medication distribution.
2. Coordinates central workflow and validates completion of routine daily tasks and all other aspects of Central Pharmacy operations
3. Provides and oversees technical support and serves as a resource person for Cerner, Pyxis, and all other informatics and/or technology within the department.
4. Maintains high level of customer service to patients and to medical, patient care, and other clinical staff members.
5. Oversees all pharmacy related aspects of Cerner information system with primary responsibility for Pharmnet and supportive involvement with Powerchart and similar applications.
6. Coordinates all facets of Pyxis (ADM) medication dispensing systems including Patient Care based units, Anesthesia specific applications, Pyxis Connect, PARx, and C-II Safe.
7. Serves as departmental point person for all future technological implementation initiatives including Barcode Medication Administration and CPOE.
8. Validates continued interoperability of all departmental informatics applications and with extra-departmental systems, including those residing in Patient Care and Financial Services. Maintains the integrity of all current or future interfaces.
9. Provides initial training of all departmental informatics and automation systems for all new employees and on-going education for existing employees.
10. Validates compliance with all distributive P&P's and with all legal and regulatory requirements.
11. Communicates in a timely and effective manner with pharmacy staff and other inside and outside stakeholders.
12. Coordinates all activities related to sterile compounding, including IV and chemotherapy preparation, in accordance with all applicable legal and regulatory mandates and nationally accepted standards of practice.
13. Validates safe and effective compounding of all sterile products
14. Coordinates adherence to USP 797, ASHP Best Practice standards for sterile compounding, and other national standards of practice.
15. Coordinates routine maintenance, daily cleaning records, and required re-certification of laminar airflow hoods and/or barrier isolators.
16. Optimizes IV room efficiency and workflow.
17. Conforms to NIOSH and other regulations, especially those applying to handling of chemotherapeutic agents and other hazardous materials.
18. Coordinates departmental purchasing, contract administration, market-share agreements, billing functions, and validates compliance to hospital formulary. Monitors purchasing, receiving, storage, and distribution of all pharmaceuticals.

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19. Coordinates maintenance of pharmacy CDM, Cerner database, CMS billing requirements and all related billing functions.
20. Initiates, assigns, and coordinates tasks to be performed by staff.
21. Maintains professional memberships and pursues continuing education, as required or requested.
22. Recommends and implements departmental policies, as approved and directed.
23. Acts as the primary point-of-contact for random or scheduled audits/surveys conducted by the State of Nebraska and JCAHO.
24. Coordinates and validates the timely and accurate performance and delivery of outside services, including equipment repair, and acquisition and distribution of supplies. Identifies and reports any disruption in service operations.
25. Develops, maintains, and promotes positive communications with management, staff, vendors, and patients.
26. Acquires, maintains, and communicates benchmark and state-of-the-art knowledge of pharmacy operations.
27. Performs other related duties, including special projects, as required or requested.

Education/Experience: Bachelor's degree in hospital and/or business administration, preferably in a hospital or health care environment; or the equivalent combination of related training, proficiency and experience. A Pharmacy Doctorate is preferred. Three (3) or more years of related experience, or the equivalent and validated proficiencies.

Skills, Knowledge & Abilities: Demonstrated proficiency coordinating day-to-day central pharmacy operations with the oversight of all facets of medication distribution. Demonstrated proficiency coordinating central workflow and validating completion of routine daily tasks and all other aspects of Central Pharmacy operations. Demonstrated proficiency providing and coordinating technical support and serving as a resource person for Cerner, Pyxis, and all other informatics and/or technology within the department. Demonstrated proficiency complying with JCAHO policies and standards, and with local, State of Nebraska, and federal laws and regulations for the delivery of health care. Demonstrated proficiency negotiating contracts for the purchase of pharmaceuticals and for the maintenance, service, or repair of equipment, materials and supplies. Demonstrated experience conducting original research and analysis, and the consistent achievement of projected results based on analysis performed. Demonstrated effective and diplomatic oral and written communication skills. Demonstrated experience using diplomacy to negotiate, to resolve service conflicts, and to persuade others to embrace strategies proposed.

Licensure/Certification: Current and valid Nebraska pharmacy license.

Performance Requirements: Employee must comply with FAMC's policies and procedures, including but not limited to: attendance, harassment, EEO/AA, confidentiality, security, safety, conflict of interest, ethics, copyright and patent, completion of core management development requirements, and use of company equipment/products/services, etc.

Physical Requirements: Character and scope of essential functions require constant sitting, seeing, hearing, repetitive motion, and occasional lifting of general office materials [reams of paper, telephone books, manuals, binders, etc.], typically weighing ten (10) to twenty (20) pounds. Essential functions are routinely performed in a general office environment and, as necessary, at various medical facilities. Essential functions may require occasional domestic travel. OSHA category 1: Essential functions may involve exposure to blood, body fluids, tissues, and other potentially infectious materials. Essential functions that may involve exposure to substances regulated by MSDS. **Employee must comply with safety and security requirements, and wear Personal Protective Equipment (PPE) as requested or required.**