



BOONE MEMORIAL HOSPITAL, INC
JOB DESCRIPTION
STAFF PHARMACIST

REPORTS TO: PHARMACY DIRECTOR

- I.** Execute hospital and department policies and procedures.
- Schedule and direct activities:
 - Attend meetings: Dept. Head, Med Staff, P & T, TQM/CQI, Infection Control, RN/RPh, any other, Board of Trustee (optional).
 - Provide In-services (Physicians, Nursing, Ancillary services)
 - Project planning, guidance and evaluation.
 - Exchange Chart System
 - ADR Program
 - Total Parenteral Nutrition
 - Kinetic studies (Amino glycosides, theophyllin, etc.)
 - DUE (Drug Use Evaluation)
 - Computer development
 - CQI & TQM
 - In-services education
 - Buying Programs
 - Patient Care Protocol Development and Maintenance
 - Reports (Adm., P & T, Med Staff, others)
 - Continually updating and upgrading overall pharmacy services.
 - Confirm and evaluate all RX inspections and reports
 - Med Area Reviews
 - Incident Reports
 - MAR & PPP reconciliation
 - Patient Education Services
 - Continually, organize and update Policy and Procedure Manual
 - Plan and execute buying policies and procedures (BID & AWP)
 - Supervise and evaluate technicians
 - Supervise and evaluate staff pharmacists
 - Seminars (attend at least 15 hours of CE annually)

Continuing education (attend at least 4 lectures/yr.)(4 hours of C.E. to be live lecture)
Ensure licenses are renewed yearly
Competent to serve all patients according to JCAHO and ASHP standards.

II. STAFF PHARMACIST

Supervise and perform daily schedules and activities, daily meds, IV's, med carts reconciliation, dept. inspectors, ordering, etc.
Med Area Reviews (monthly)
Narcotic inventory (monthly)
Project data collection (DUE, C&S, ADR)
Patient Care Protocol Development and monitoring
Seminars (2-4 lectures/year) (Min. of 15 hours annually)
Supervise technicians
Attend meetings in Director's absence
Competent to serve all patients according to JCAHO and ASHP standards.

PHYSICAL DEMANDS:

Ability to perform various motor skills such as; standing or sitting for long periods of time, walking, lifting (up to 15 pounds) using proper lifting techniques, stair climbing, reaching, bending, twisting, pushing, pulling, squatting, grasping and arm-hand coordination on a continuous basis.

EDUCATIONAL REQUIREMENTS:

Degree in Pharmacy from an accredited School of Pharmacy required. WV State Board of Pharmacy License as a Registered Pharmacist required. Ten years hospital experience with a minimum of three years management experience preferred.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position without compromising patient care.

SIGNATURE

DATE

Revised: 8/23/2010