

Class Code:.....0391
Position #:(NUNC)..06767
Developed by:.....SG
Reviewed by:.....CH
Approved by:.....LK
Date:.02/89; 09/97; 9/05

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Health Services/Pharmacy Education
DIVISION: Student Development
REPORTS TO: Director, Health Services
Director, Medical Services
GRADE: 14
SUPERVISES: Professional and Technical Staff,
College of Pharmacy Externship Students

BASIC FUNCTION:

Manage the pharmacy in Health Services which includes drug inventory control, initiating requisitions for all purchases of supplies, and dispensing drugs and supplies to student patients on physician orders; exercising proper accountability in legal procedures of all drug orders and dispensing functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Coordinate pharmacy services with other departments in Health Services.
Develop and implement appropriate staffing patterns and task assignments.
Act as preceptor for pharmacy externship/internship pharmacy students.
Interview and evaluate applicants for vacant pharmacy positions and student worker placement.
Attend appropriate meetings as requested by the directors.
Conduct regular pharmacy staff meetings.
Function as pharmacy liaison with the College of Pharmacy.
Develop and implement continuing pharmacy education programs.
Develop and maintain budget for the pharmacy section of Health Services.

Prepare reports regarding the pharmacy activities to the directors.

Develop and revise pharmacy policies and procedures.

Assure that all patients receive appropriate medication counseling.

Participate in investigational drug studies conducted by Health Services.

Provide drug information to staff and patients.

Keep medical and nursing staffs informed of new drugs and pertinent pharmaceutical news.

Compound and dispense drugs per prescription orders in accordance with state and federal laws.

Propose to the directors innovative and efficient pharmacy service programs.

Assure that pharmacy staff review prescriptions for proper dosage, strength, possible drug interaction and adverse drug reaction.

Develop and maintain a drug formulary in accordance with the Pharmacy and Therapeutics Committee.

Chair the Pharmacy and Therapeutics Committee.

Coordinate and maintain Pharmacy Quality Assurance/Performance Improvement Program.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Registrant of a licensed pharmacy; maintain licensing with State of Rhode Island and Federal Drug Enforcement Administration.

Personal computers, printers and word processing, database management and spreadsheet software; computerized pharmacy systems.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Graduation from an accredited school of pharmacy required, as is registration as a pharmacist in the State of Rhode Island and ability to be registrant of a licensed pharmacy and maintain licensing with State of Rhode Island and Federal Drug Enforcement Administration. Strong demonstrated focus on patient education, customer service, and experience using a multidisciplinary approach to care required, as is demonstrated experience in research and the provision of technical pharmacologic support for a health services staff. A thorough knowledge of the following is required: the principles and practice of professional pharmacy; the composition and use of the more common drugs; the proper storage, handling and preparation of pharmaceutical items. The following are also required: the ability to establish and maintain effective working relationships with members of Health Services; the ability to supervise professional assistants; related management capacities and abilities; working knowledge of computerized pharmacy systems. Demonstrated ability to precept Rx externs/interns preferred.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

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