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Developed by:.....SG
Reviewed by:.....
Approved by:.....
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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Medication & Alcohol Intervention Program
DIVISION: College of Pharmacy (Pharmacy Practice)
REPORTS TO: Director of Pharmacy Outreach Program
GRADE: 14
SUPERVISES: Pharm.D. candidates

BASIC FUNCTION:

Work independently with state, local, and private agencies as the state resource on medication therapy management for all Rhode Islanders, but in particular in special populations. Improve and expand the base of services and locations for the existing pharmacy outreach programs. Precept Pharm.D. candidates in the Advance Pharmacy Practice Experience. Seek additional resources to expand current and proposed program enhancements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and present programs to Rhode Island communities on health and medication education. Statewide participation in health fairs, brown bag reviews, wellness programs and other programs developed to meet the goals and objectives of the Outreach program.

Oversee the staffing of the Medication Information line, which entails answering medication inquiries from the community and providing appropriate professional counseling.

Liaison to community sites to provide medication and health counseling to underserved and elderly residents. Maintain and build community and advocacy support at sites to expand the reach of the Outreach services. Help with the development of new sites.

Annually work with the elderly to assist them in understanding the new features of the Medicare Part D plans and to review their medication for their selection of an appropriate medication plan that meets their needs. Serve as a liaison to the community health care workforce and Center for Medicare & Medicaid Services.

Perform medication therapy management to assure patient understanding, accuracy of dosing regimens and drug interactions. Evaluate patient's compliance with proper administration techniques and document recommendations and summary of review.

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Publicize the program through advocacy group participation, website development, scholarly publications, and presentations.

Identify sources of funding and draft proposals to increase the financial resources available to maintain and expand the existing program. Coordinate the compiling of the reports required by funding agencies.

Budget, develop and implement successfully awarded proposals.

Serve as an Advanced Pharmacy Practice Experiential (APPE) site preceptor for approximately 12-15 Pharm.D. candidates annually. Enhance and strengthen counseling and communication expertise of Doctor of Pharmacy students through one on one counseling, group presentations and on-site community activities.

Develop and implement a program quality assurance mechanism that evaluates consistency of information and educational materials being disseminated to program participants.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with the supervision of support staff in the outreach program office.

Perform additional duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Eligibility for RI registered pharmacist's license; proficiency in computers, word processing, database management, power point and spreadsheet software.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: BS in Pharmacy and/or Pharm.D.; Minimum of three years of experience in pharmacy practice; Demonstrated eligibility for a State of Rhode Island Pharmacy License; Demonstrated presentation skills; Demonstrated strong verbal and interpersonal communication skills; Demonstrated proficiency in written communication skills; Demonstrated patient counseling experience; Demonstrated supervisory experience; Demonstrated ability to work with diverse groups/population; Demonstrated computer skills; Demonstrated ability to work independently; Demonstrated ability to work with other professionals and faculty members to identify and develop inter-agency relationships; and, Demonstrated ability to develop and implement a program quality assurance mechanism that evaluates consistency of information and educational materials.

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