

## POSITION DESCRIPTION / PERFORMANCE EVALUATION

Job Title: Pharmacist  
 Prepared by: \_\_\_\_\_  
 Date: \_\_\_\_\_

Supervised by: Pharmacy Director  
 Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Job Summary:** Interprets physician prescriptions and medication orders. Acts as a drug information resource to patients, medical staff, nursing staff and ancillary department personnel. Compounds and dispenses prescribed medications and other pharmaceuticals for patient care by performing the related duties.

**DUTIES AND RESPONSIBILITIES:**

3 = Exceeds Performance                      2 = Expected Performance                      1 = Needs Improvement

**Demonstrates Competency in the Following Areas:**

**General Responsibilities:**

Reviews prescriptions issued by physicians or other authorized prescribers to assure accuracy and determines formulas and ingredients needed.	3	2	1
Compounds medications using standard formulas and processes, such as weighing, measuring and mixing ingredients.	3	2	1
Monitors all posting onto the patient profiles in order that accuracy, drug allergies, drug interactions, duplicate therapy, rational drug therapy and incompatibilities may be realized and better patient care received.	3	2	1
Checks patient medication cassettes prior to delivery to patient care areas to ascertain that the correct drug, dosage form, schedule and strength is being dispensed.	3	2	1
Performs all aspects of patient care in an environment that optimizes patient safety and reduces the likelihood of medical/health care errors. Supports and maintains a culture of safety and quality.	3	2	1
Prepares IV admixtures and extemporaneous parenteral products under aseptic conditions.	3	2	1
Directs Pharmacy Department personnel engaged in admixing, packaging and labeling pharmaceuticals.	3	2	1
Answers questions and provides information to physicians, nurses, patients and other healthcare professionals on the appropriate use of medications, drug interactions, side effects, dosage, storage, etc.	3	2	1
Assists in teaching programs (departmental, medical, nursing, community).	3	2	1
Endorses policies and procedures of the department and of the hospital.	3	2	1
Ensures the maintenance and proper operation of equipment and supplies in the work areas.	3	2	1
Maintains established procedures concerning quality control, security of controlled substances and disposal of hazardous waste.	3	2	1
Enters data into the computer system (Pharmacy program), such as patient, prescribed medications and cost, and maintains patient profiles and charge system.	3	2	1

SUBJECT: STERILE COMPOUNDING - STAFF COMPETENCY	REFERENCE #3013
	PAGE: 1 OF: 3
DEPARTMENT: PHARMACY	EFFECTIVE:
APPROVED BY:	REVISED:

**POLICY:**

- This Pharmacy Department shall demonstrate, assess, maintain and improve staff competence on an ongoing basis.
- Competence assessment of staff is based on the following:
  - Populations served
  - The specific competencies required by the Pharmacy (safety, equipment, infection control)
  - The specific competencies that need to be assessed and reassessed on an ongoing basis, based on techniques, procedures, technology, equipment and skills needed to perform specified job responsibilities.
- Compounding personnel will receive didactic instruction in the theory and practice of compounded sterile preparations before assuming compounding responsibilities. A written test and media-fill tests for the appropriate risk level of CSPs must be passed before assuming compounding responsibilities.
- Competence assessment for compounding personnel include:
  - Hand hygiene
  - Attire in the clean room/area; donning said attire
  - Traffic flow in the buffer/clean room/area and DCA
  - Cleaning and disinfection of the ante-area, clean room and laminar airflow workbenches, CAIs, etc.
  - Working in the required conditions for aseptic processing
  - Aseptic manipulations of sterile products
  - Achieving and maintaining ISO Class 5 PEC devices
  - Safety procedures

SUBJECT: MEDICATION RECONCILIATION/ VERIFICATION	REFERENCE #6003
	PAGE: 1 OF: 7
DEPARTMENT: PHARMACY	EFFECTIVE:
APPROVED BY:	REVISED:

**PURPOSE:**

- Medication reconciliation applies across the continuum of care, this includes inpatients and outpatients.
- Medication reconciliation is a multidisciplinary process between Nursing, the Pharmacist and the physician with patient/family involvement.

**DEFINITION:**

A medication is any product designated by the Food and Drug Administration (FDA) as a drug, as well as any sample medications, herbal remedies, vitamins, nutraceuticals, over-the-counter drugs, vaccines, diagnostic and contrast agents, respiratory therapy treatments, parenteral nutrition, blood derivatives and intravenous solutions (plain, with electrolytes and /or drugs). This definition of medication does not include enteral nutrition solutions (which are considered food products), oxygen and other medical gases.

**POLICY:**

- \_\_\_\_\_ Hospital will implement and maintain a process to obtain and document a complete list of a patient’s current medications upon admission.
- Medication reconciliation is a multidisciplinary process between Nursing, the Pharmacist and the physician with patient/family involvement.
- Medication reconciliation/verification will be performed:
  - Upon admission/entry into the hospital, i.e., Emergency Department, Surgery, Direct Admits
  - When a patient is transferred or referred to another setting, service, practitioner or level of care within or outside of this organization
  - Any transition of care where new medications are ordered or existing orders are rewritten (as defined by the organization)
  - At the time of discharge:
    - Medication reconciliation at the time of discharge avoids therapeutic duplication, drug interactions and omissions of medications that may have been discontinued or placed on hold during the patient’s hospitalization.

SUBJECT: AUTOMATED DISPENSING MACHINES - CONTROLLED SUBSTANCES	REFERENCE #6172
	PAGE: 1 OF: 3
DEPARTMENT: PHARMACY	EFFECTIVE:
APPROVED BY:	REVISED:

**POLICY:**

- The purchase, storage, distribution and accounting of controlled drugs will be done in accordance with all federal and state laws and standards of professional practice, to maintain optimal quality control over these high-risk substances and to prevent diversion. The Pharmacy Department is responsible for compliance with this policy. (See Controlled Drug Distribution policy and procedure.)
- A transaction record for all controlled substances in schedules II, III and IV will be maintained by the hospital. All schedule class II, III and IV drugs are dispensed as floor stock. All controlled drug records will be maintained for the period required by law and be readily retrievable.
  - A perpetual inventory record of all schedule class II drugs stored in the main Pharmacy Department will be maintained.
  - When controlled drugs in schedules II, III and IV are transferred outside of the main Pharmacy, a record will be made on the controlled substance request form, which is serially numbered.
  - Each dispensing and each drug administration transaction will be recorded separately; therefore, there should be two (2) transaction records for each dose given to a patient. If the nurse retrieves the dose from the controlled drug stock inventory in the automated dispensing machine, the record of dispensing will be made on the automated dispensing machine computer system and/or on the perpetual inventory record. The dose administered will also be recorded by the nurse on the patient's medication administration record (MAR). Documentation includes patient's name, date, time, amount of medication removed, remaining balance and the signature of the staff member removing the medication.
  - The automatic dispensing system will prompt the user to complete an inventory count and enter the number when a controlled substance is removed. If the count is incorrect per the system, the user will be prompted to perform a recount. If the recount remains incorrect, a discrepancy is created and is communicated to the Pharmacy Department.
  - Controlled substance discrepancies will be reported to the Charge Nurse immediately.
  - Controlled substance discrepancies must be resolved at the time of discovery or by the change of shift.

SUBJECT: MEDICATION ADMINISTRATION	REFERENCE #6603
	PAGE: 1 OF: 9
DEPARTMENT: PHARMACY, NURSING, RADIOLOGY, CARDIOPULMONARY, PHYSICAL THERAPY	EFFECTIVE:
	REVISED:
APPROVED BY:	

**POLICY:**

- Medications will be administered only upon the order of physicians, dentists or podiatrists, who are members of the medical staff, are authorized members of the house staff or have been granted clinical privileges to write such orders and under the guidelines of their respective scopes of practice. Administration will be by a physician, registered nurse, licensed practical/vocational nurse, respiratory therapist, physical therapists and/or their respective supervised students.
- Registered nurses may administer all parenteral, oral, rectal and topical medication, including blood and blood products, if not specifically excluded elsewhere by medical staff by-laws.
- Licensed practical/vocational nurses may administer IV electrolytes, nutrients, blood and blood products, if IV certified, and all IM, subcutaneous, intradermal, rectal, topical, sublingual and oral medications, if not specially excluded elsewhere by medical staff by-laws. (Verify with your state’s Board of Nursing.)
- In the instance of intravenous therapy and cancer chemotherapy, only those persons approved by the hospital to administer such medications shall be allowed to do so, in accordance with state law.
- Oral contrast media is considered a medication. Oral contrast media may be administered, according to policy and procedure, to inpatients and outpatients without a Pharmacist’s review of the physician’s order. This does not include circumstances where an oral contrast media is ordered to be administered to a patient for a non-urgent test. In this situation, the oral contrast media order will be reviewed by the Pharmacist according to the Pharmacist Order Verification policy and procedure before administration.
- The following policies will govern administration of medication in this institution:
  - Medication Administration Record will be compared with the Kardex prior to preparation of any medication at least one (1) time each shift. The individual administering the medication will verify the medication selected for administration is the correct medication based on the medication order and the medication product label. The individual administering a medication will be aware of the following information concerning each medication before administration:
    - Therapeutic action
    - Untoward actions or side effects