**UW HEALTH POSITION DESCRIPTION**

<table>
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<tr>
<th>POSITION SPECIFICS</th>
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<tbody>
<tr>
<td><strong>Title:</strong> Clinical Pharmacist</td>
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<td><strong>Reports to:</strong> Pharmacy Manager</td>
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<tr>
<td><strong>Job Code:</strong> 700001</td>
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<tr>
<td><strong>Approved By/Date (Supervisor):</strong> J. Temple 1-17</td>
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**POSITION SUMMARY**

Under the direction of the Pharmacy Manager, Pharmacists will be accountable for the operations of the Madison Rehabilitation Hospital, including pharmacy technician supervision. Responsibilities may include, but are not limited to, management of daily operations, maintaining status as managing pharmacist per the Wisconsin Pharmacy Examining Board (PEB) leadership and supervision of technician staff, ordering and maintenance of schedule II medications, ensuring compliance with controlled substance policies and procedures, and quality assurance of services offered.

As part of daily activities, pharmacists routinely assess pertinent patient information, such as demographic data, vital signs, laboratory values, medication regimens, medication compliance, and health insurance coverage. Pharmacists collaborate with all members of the healthcare team, patients, and their caregivers to provide value-based, patient-centered care. Established policies, procedures, protocols, therapeutic guidelines, and standards of pharmacy practice are followed as part of the pharmaceutical care services process.

Pharmacist patient care services are provided to all patients in the Madison Rehabilitation Hospital System who receive medications. Pharmacists provide collaborative and interdisciplinary care in a cost-effective, evidence-based manner to improve patient outcomes. Standards of practice established by the American Society of Health-Systems Pharmacists, the Pharmacy Society of Wisconsin, The Joint Commission, the Wisconsin Board of Pharmacy, the United States Pharmacopeia, and the Food and Drug Administration serve as a guide for establishing pharmacy services.

Pharmacists are responsible for ensuring medications are prepared, compounded and dispensed in a manner consistent with department policy, rules and regulations promulgated by the Board of Pharmacy, Department of Public Health and other applicable regulatory bodies. The pharmacist provides oversight and quality assurance for many automated technologies in the Central Pharmacy.

This position has independent responsibility for organizing and planning their work and the work of others in order to accomplish daily responsibilities, strategic goals for the department, and broad goals and objectives for the organization and reports to the Pharmacy Manager for guidance as needed. Incumbent acts independently within the scope of their license and areas of expertise with the help of general policies, procedures and practice guidelines with support from the Pharmacy Manager.

**I. Medication distribution services: (This includes filling, labeling, compounding, checking, and dispensing prescriptions for legend and non-legend medications for patients)**

  a. Pharmacists coordinate the storage, preparation and distribution of all medications, including sterile products, and ensure full compliance with national standards of practice
  
  i. Provides leadership and direction in supervisory responsibilities with technicians
  ii. Works with technicians to establish patient care as the main priority, organizes work flow to meet customer needs and improve patient care
  
  iii. Monitor and direct work flow for appropriate prioritization of workload
  iv. Checks technician work for accuracy, completeness and quality
  v. Provide oversight for medication order restocking, and check incoming orders against invoices
  vi. Provide feedback and evaluation of performance to the Pharmacy Manager for all full-time and student technicians
  
  vii. Oversee the distribution of controlled substances related to record keeping, documentation, accuracy, and resolution of medication discrepancies
  viii. Communicate and coordinate medication use process for patients in ambulatory care settings with outpatient clinic visits, home care, long-term care, and acute care facilities
  
  ix. Assures appropriate techniques are utilized in the preparation, compounding, and dispensing of all medications for correct dose, dosage form, time, and are consistent with department policy
  x. Demonstrates a knowledge of metric weights and measures, and pharmaceutics working in
sterile product areas
1. demonstrates problem solving skills regarding difficult medication therapy problems and pharmacy issues in area of expertise
2. demonstrates knowledge of medications mechanism of action, routes of administration, proper administration concentrations, appropriate rate of administration, and medication incompatibilities
   xi. Ensure aseptic technique is practiced by technician’s compounding prescriptions, including providing oversight for the yearly media fill tests
   xii. Understand safety precautions and maintains knowledge regarding hazardous materials handling as it relates to areas of practice; blood-borne pathogens and proper precautions; TB mask fitting as required

b. Pharmacists assist in optimizing the use of automation and information technology to further enable the development of the professional role of the pharmacist and the clinical services they provide by promoting the efficient use of healthcare resources
c. Understands and carries out Investigational Drug Protocols and procedures for investigational drug research studies including implementation, administration and record keeping
d. Pharmacists assist in the development, implementation, and maintenance of decision support software systems aimed at decreasing overall healthcare costs and improving the quality of care provided to patients. These services assist with enforcing standards of care, institutional guideline adherence, and regulatory compliance

II. Patient care services:
   a. Understands integrated health system and department vision and mission and incorporates team practice goals and objectives
   b. Displays initiative in preventing, identifying, and resolving pharmacy care problems, including following up with appropriate health care professional on medication related issues
   c. Patient progress and recommendations regarding medication use guidelines and policies (or other evidence-based guidelines in the absence of Madison Rehabilitation Hospital-specific guidelines)
   d. Medication therapy monitoring
      i. Ensures that medication regimen is consistent with Madison Rehabilitation Hospital Formulary, and all medication use guidelines and policies (or other evidence-based guidelines in the absence of Madison Rehabilitation Hospital-specific guidelines)
      ii. Pharmacist initiate (prescribe) drug therapy regimens as authorized by protocols, including the ordering of laboratory tests to monitor drug therapy for safety and efficacy. Pharmacists also adjust medication start times to reflect appropriate continuity of care based upon medication history information obtained from the patient or other sources
      iii. Pharmaceutical needs of the patient are reassessed on an as-needed basis as the patient's condition changes. Ongoing assessment of the individual patient's needs through:
         1. patient interviews
         2. participation on medical rounds
         3. review of the electronic medical record
         4. daily review of medication profiles and laboratory data
         5. consultation with team members ensures optimum medication therapy is prescribed
      iv. Pharmacists coordinate:
         1. ordering, timing, and evaluation of serum drug concentrations
         2. dose adjustments for altered renal function, intermittent dialysis, and continuous renal replacement therapy
         3. convert routes of medication administration
         4. modify therapy to standardized doses as needed
         5. provide recommendations for pharmacokinetic follow-up for appropriate drugs
   e. Pharmacists review medication orders for completeness, accuracy, and legality, determining the presence of medication therapy problems in a patient's current medication therapy, including, for example, any of the following:
      i. Medication used with no medical indication
      ii. Patient has medical conditions for which there is no medication prescribed
iii. Medication prescribed inappropriately for a particular medical condition
iv. Immunization regimen is incomplete
v. Current medication therapy regimen is inappropriate (dose, dosage form, duration, schedule, route of administration, method of administration)
vi. There is therapeutic duplication
vii. Patient allergies pose risk with current medication selection
viii. There are adverse drug- or device-related events requiring intervention or potential events
ix. There are clinically significant drug-drug, drug-disease, drug-nutrient, or drug-laboratory test interactions or potential for such interactions
x. Medical therapy has been interfered with by social, recreational, nonprescription, or nontraditional drug use by the patient or others
xi. There are needed laboratory or other assessments to ensure safe and effective medication therapy that have not been ordered or assessed
xii. Patient is not receiving full benefit of prescribed medication therapy
xiii. Patient lacks understanding of medication therapy
xiv. Patient not adhering to medication regimen
xv. Pharmacists control the drug distribution systems to ensure that the right medication and dose are administered via the right route to the right patient at the right time, and maintain the safety and efficiency of the medication use system

III. Pharmacy Business Oversight related to medication cost, billing and reimbursement:
   a. Participate in Multidisciplinary committees and serve as the pharmacy services liaison to support patient care and business operations at the Madison Rehabilitation Hospital.
   b. Maintain knowledge of reimbursement and third party payment systems, government pharmacy benefit programs, point of sale, prior authorization procedures, and billing requirements
   c. Provide third party payment and reimbursement expertise for the patient’s medical discharge planning process
      i. Work with multiple departments such as fiscal, admissions, nursing, social work, physicians, and pharmacy staff
      ii. Ensure discharge planning begins at the time of admission and continues up to the time of discharge so that timely convenient customer service is provided
   d. Provide asset management related to inventories
      i. Serve as a liaison to Purchasing and Inventory Control in maintenance of pharmacy inventory of supplies and medications
      ii. Review pharmaceutical inventory levels and standards, order inventory and special products, monitor inventory expiration, recommend formulary additions and deletions, and monitor service breaks due to inventory problems
   e. Establish and achieve cost-reduction and/or revenue increasing goals

IV. Medication information services:
   a. Provide reliable drug information to physicians, nurses, patients, caregivers, and other members of the health care team to promote the safe, effective, efficient, and patient-centered use of medication therapy

V. Education, Training, and Scholarly Activities:
   a. Participate in scholarly activity (e.g. professional publications, podium presentations, poster presentations, practice based research) through problem identification, literature review, data collection and analysis, independently or in cooperation with other medical and pharmacy staff
   b. Direct appropriate medication use and administration through the development and maintenance of guidelines, protocols, and other references for clinical personnel
   c. Assists in development/revision of training material as requested

VI. Quality Improvement Activities:
   a. Pharmacists assist in the monitoring, prevention, reporting and coordination of performance improvement activities across the continuum of care. Pharmacists identify and report adverse drug events, drug interactions, and medication errors
   b. Pharmacists serve on department- and organization-wide committees to promote patient-centered, value-based care
   c. Assure organizational compliance with Joint Commission, CMS, HCFA and other accrediting body
standards related to medication use systems
d. Pharmacists develop, maintain, monitor, and enforce medication use policies, guidelines, and formulary restrictions in order to decrease variability, improve quality, and decrease cost

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<tr>
<th>POSITION REQUIREMENTS</th>
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<tr>
<td><strong>Education</strong></td>
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<tr>
<td>Minimum</td>
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<tr>
<td>Preferred</td>
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<tr>
<td><strong>Work Experience</strong></td>
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<tr>
<td>Minimum</td>
</tr>
<tr>
<td>Preferred</td>
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<tr>
<td><strong>Required Licenses/Certifications</strong></td>
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| **Required Skills, Knowledge, and Abilities** | • Pharmaceutical knowledge and skills to provide care to adult and adolescent age groups in general and to a specific patient population.  
  • Knowledge and skills related to computerized pharmacy systems, special prescription delivery systems, third party payor and fiscal reimbursement knowledge related to ambulatory care practices.  
  • Pharmaceutical knowledge and skills to provide care to adult and adolescent age groups. English communication skills, both verbal and written. |

### AGE – SPECIFIC COMPETENCY

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below.

- [✓] Infants (Birth – 11 months)
- [✓] Toddlers (1 – 3 years)
- [✓] Preschool (4 – 5 years)
- [✓] School Age (6 – 12 years)
- [✓] Adolescent (13 – 19 years)
- [✓] Young Adult (20 – 40 years)
- [✓] Middle Adult (41 – 65 years)
- [✓] Older Adult (Over 65 years)

**Job Function**

Review the employee’s job description, and identify each essential function that is performed differently based on the age group of the patient.

**Specific Responsibilities:** Consistent across age group continuum.

**Core Organizational Competencies:** Consistent across age group continuum.

### PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.

<table>
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<tr>
<th>Physical Demand Level</th>
<th>Occasional Up to 33% of the time</th>
<th>Frequent 34%-66% of the time</th>
<th>Constant 67%-100% of the time</th>
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<tr>
<td><strong>Sedentary:</strong> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.</td>
<td>Up to 10#</td>
<td>Negligible</td>
<td>Negligible</td>
</tr>
<tr>
<td>Category</td>
<td>Description</td>
<td>Light</td>
<td>Medium</td>
</tr>
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<tr>
<td>Light</td>
<td>Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.</td>
<td>Up to 20#</td>
<td>20-50#</td>
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<tr>
<td>Medium</td>
<td>Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</td>
<td>10-25#</td>
<td>10-25#</td>
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<td>Heavy</td>
<td>Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</td>
<td>Negligible-10#</td>
<td>Negligible-10#</td>
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<tr>
<td>Very Heavy</td>
<td>Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</td>
<td>Ability to work with medication products – allergy issues.</td>
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List any other physical requirements or bona fide occupational qualifications: