The Pharmacy Coordinator, Regulatory Compliance & Medication Safety is responsible for leading the pharmacy department’s regulatory compliance program and for assisting the Medication Safety Officer with medication safety initiatives.

Responsibilities include:

- Leading and coordinating pharmacy- and medication-related regulatory compliance efforts across the UW Health enterprise
- Representing pharmacy on hospital regulatory compliance committees and efforts
- Evaluating and ensuring compliance of organizational policies with applicable state and federal laws, rules, and regulations, including but not limited to those of The Joint Commission (TJC), Centers for Medicare & Medicaid Services (CMS), and the Wisconsin Department of Health & Human Services (DHHS)
- Coordinating and participating in on-site, virtual, and paper audits as required by regulatory bodies
- Coordinating creation and updates of Department of Pharmacy policies & procedures, and many UW Health medication-related polices
- Providing assistance with internal audit reviews as requested
- Supporting efforts of Medication Safety Officer as assigned, to promote a safe medication use system
- Precepting pharmacy students and residents
- Attendance at all assigned meetings

Implicit is the responsibility for customer service and quality services. This position requires thorough understanding of changing health care systems including acute care, ambulatory care, and various alternate sites of care in an integrated health care system.

Problems encountered are of a high level of scope and complexity. This position requires a great deal of organizational skill. A considerable amount of innovation, independence, creativity and flexibility are required in the decision making and problem solving process. The scope of issues varies widely as do the number and type of people involved in the problem solving both internal and external to the organization.

## MAJOR RESPONSIBILITIES

### I. Regulatory Compliance

#### a. Leading and coordinating regulatory compliance efforts within scope of responsibility across the UW Health enterprise

1. Chair the Pharmacy Performance Improvement and Regulatory Compliance (PPIRC) Committee
2. Member of the organization’s Accreditation and Regulatory Readiness Committee (ARRC), and Clinics Regulatory Committee

#### b. Evaluating and ensuring departmental and organizational policy and practice compliance with applicable state and federal laws, rules and regulations, including but not limited to those of The Joint Commission (TJC), Centers for Medicare & Medicaid Services (CMS), Drug Enforcement Agency (DEA), Pharmacy Examining Board (PEB) and the Wisconsin Department of Health & Human Services (DHHS)

1. Complete annual focused standards assessments and submit to ARRC and TJC
2. Review Perspectives monthly
3. Participation in review of patient complaints
4. Participate in disease state specific audits for transplant and psychiatry
5. Complete annual CMS COP review and submit to ARRC
6. Respond to memos (change in COP, implement any associated operational changes)
UW HEALTH POSITION DESCRIPTION

viii. Respond to complaints from the state, state inspections, PDMP, etc.
ix. Ensure biannual licensure renewals and other ongoing required education and/or monitoring programs are complete for pharmacy employees (e.g., safety and infection control training, TB screening, immunizations, etc).
x. Develop compliance-related staff education programs and materials.
c. Coordinating and participating in on-site, virtual, and paper audits as required by regulatory bodies.
i. Participate in command center for surveys (e.g., hospital, lab, home health, disease state certifications).
d. Working collaboratively with other pharmacy and organizational departments and managers to plan, coordinate and implement compliance improvement projects and programs.
e. Tracking data and creating reports to assist in the analysis of compliance and safety issues including but not limited to ongoing regulatory monthly inspections, tracers, adverse event reporting, core measures and other accountability measures.
f. Monitoring, analyzing, and communicating regulatory changes by utilizing available resources from regulatory organizations including but not limited to list serves, CMS memos, TJC Perspectives and field reviews.
g. Coordinating creation and updates of Department of Pharmacy policies & procedures.
i. Ensure review and renewal of department policies every three years.
ii. Ensure timely signature and posting to intranet page.
h. Assist with third party audits for take-home prescriptions as requested.
i. Participation in various standing department and hospital multidisciplinary committees, ad hoc committees, and improvement teams as appropriate.

II. Medication Safety
a. Supporting efforts of Medication Safety Officer to promote a safe medication use system.
i. Active participation and assistance in coordination of monthly Medication Safety Committee meetings for adults and pediatrics.
ii. Coordination of a consistent and timely approach to medication-related event review and follow-up (in conjunction with the pharmacy residents) under the direction of Medication Safety Officer, including ensuring accurate documentation of root causes.
iii. Timely analysis of medication-related event trends.
iv. Monitoring of medication safety alerts from external bodies (ISMP, ASHP, etc.) and coordination of internal review and follow up.
v. Coordination of review and maintenance of medication safety metrics, including the medication safety dashboard.
vi. Assistance in coordination and participation in performance improvement initiatives to promote safe medication use.
vii. Support of a Just medication safety culture within pharmacy department.

III. Staffing
a. Staffing as a clinical pharmacist up to 40% of full time status in staffing area determined by manager.

IV. Precepting pharmacy students and residents
a. Junior Administrative Resident (JAR) block lecture(s) on regulatory compliance.
b. Medication-related event review and follow-up by pharmacy residents.
c. Precept assigned learning experiences.
## POSITION REQUIREMENTS

<table>
<thead>
<tr>
<th><strong>Education</strong></th>
<th>Minimum</th>
<th>Pharm.D. degree or equivalent experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preferred</td>
<td>Completion of an ASHP accredited specialty residency training program preferred</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Work Experience</strong></th>
<th>Minimum</th>
<th>Three (3) years of institutional experience (hospital—acute care, nursing home, home health care, integrated health system)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Preferred</td>
<td>Specialized administrative and clinical specialty residency (1 or 2 years) and/or 2 years management experience in acute care pharmacy setting.</td>
</tr>
</tbody>
</table>

| **Required Licenses/Certifications** | Licensed or eligible for licensure to practice pharmacy in the State of Wisconsin. Certified preceptor or eligible. |

| **Required Skills, Knowledge, and Abilities** | • Strong interest in clinical pharmacy services leadership.  
|                                             | • Knowledge of educational methods and experiential training.  
|                                             | • Ability to work in a complex team environment and to collaborate with both external and internal professionals and other customers.  
|                                             | • Appreciation of age specific needs of pediatric to geriatric populations with regards to drug therapy and services.  
|                                             | • Excellent verbal and written communication skills.  
|                                             | • Computer skills – word processing, spreadsheets, pharmacy software, pharmacy drug databases.  
|                                             | • Familiarity with various software, equipment and technology necessary to provide pharmacy services.  
|                                             | • Able to demonstrate skills in prioritization, problem solving, team building, decision making, time management and strategic planning.  
|                                             | • Knowledge of pharmacy services within an acute care environment of an integrated health system and an ever changing environment.  
|                                             | • Knowledge of financial management and reimbursement in institutional and managed care health care settings.  
|                                             | • Knowledge of laws and regulation regarding pharmacy. |

| **Work Schedule** | Business hours including some early and late hours, with possible weekends.  
|                  | On call responsibilities. |

| **Physical Requirements** | **Medium**: Ability to lift up to 25 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.  
|                          | Ability to work with drug products. |
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.

<table>
<thead>
<tr>
<th>✔ Infants (Birth – 11 months)</th>
<th>✔ Adolescent (13 – 19 years)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Toddlers (1 – 3 years)</td>
<td>✔ Young Adult (20 – 40 years)</td>
</tr>
<tr>
<td>✔ Preschool (4 – 5 years)</td>
<td>✔ Middle Adult (41 – 65 years)</td>
</tr>
<tr>
<td>✔ School Age (6 – 12 years)</td>
<td>✔ Older Adult (Over 65 years)</td>
</tr>
</tbody>
</table>

**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.
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### ADDENDUM III

### 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>
<thead>
<tr>
<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Up to 33% of the time</td>
<td>34%-66% of the time</td>
<td>67%-100% of the time</td>
</tr>
<tr>
<td>Sedentary: 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>Light: 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 20#</td>
<td>Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls</td>
<td>Negligible or constant push/pull of items of negligible weight</td>
</tr>
<tr>
<td>Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.</td>
<td>20-50#</td>
<td>10-25#</td>
<td>Negligible-10#</td>
</tr>
<tr>
<td>Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.</td>
<td>50-100#</td>
<td>25-50#</td>
<td>10-20#</td>
</tr>
<tr>
<td>Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.</td>
<td>Over 100#</td>
<td>Over 50#</td>
<td>Over 20#</td>
</tr>
</tbody>
</table>

List any other physical requirements or bona fide occupational qualifications: Ability to work with drug products – allergy issues.