PHARMACEUTICAL SERVICES OFFICER

JOB SUMMARY

To implement, promote and maintain active direction and oversight of compliance to policies and procedures for the provision of drugs and biologicals in a safe and effective manner. To work collaboratively with any consultant pharmacist which the Center may engage, with the infection control officer and with other staff to review adherence to policies and procedures.

RELATIONSHIPS

Reports to the ASC Manager. Works with the Medical Director and Committees and reports activities to same. Collaborates with a consultant pharmacist should one be engaged by the Center.

QUALIFICATIONS

Current licensure to practice as a Registered Nurse

MENTAL DEMANDS

Require constant and frequent judgment, leadership, and effective communication skills.

PHYSICAL DEMANDS

Require visual and auditory acuity adequate for use of computers and occasional use of other business office equipment. Require the ability to move frequently throughout the facility.

OCCUPATIONAL EXPOSURE

Category I exposure to blood borne pathogens and may encounter chemical hazards.

ESSENTIAL FUNCTIONS AND OBJECTIVES

1. Provide active direction and oversight to the program for safe and effective provision of drugs and biologicals through education of staff to policies and procedures, work with other staff members to review adherence to policies and procedures, and make recommendations to ASC leadership for improvements.

2. Collect, review, analyze and interpret surveillance data and recommend appropriate actions to administration for reduction and elimination of risks to patients and staff.

3. Conduct investigations of medication errors, ordering of all drugs and biologicals including the signing of any verbal orders by the prescribing physician, adherence to manufacturer’s instructions for storage, disposal of expired medications per regulations, labeling of multi-use vials appropriately, and appropriate usage of single-dose vials of medication.
4. Collaborate with Infection Control Officer as needed to investigate areas for compliance that may overlap such as labeling of syringes and proper preparation and medication administration.

5. Review records and process for the receipt and disposition of all drugs, accounting for all controlled, scheduled drugs. Assure records are in order and maintained and any discrepancies in count are reconciled promptly.

6. Review any adverse reactions and confirm reporting to the physician and documentation in the medical record. Review and analyze whether any adverse reaction could have been prevented and what policy and procedures changes or staff training might assist in the future to prevent similar incidents. Assure an unanticipated event report has been completed and assist, as needed, in the review with the risk manager and/or risk manager designee.

7. In collaboration with ASC Manager, review and implement policies to improve quality of care.

8. Plan, develop and conduct in-service education programs as needed to improve compliance to policies.

9. Initiate and participate in quality improvement projects.

10. Review reports from a pharmacy consultant when one is engaged by the Center and determine corrective action plans as needed.

11. Participates in Committee functions.

I have read the Pharmaceutical Services Officer’s Job Summary and understand the functions and objectives of the position at this Facility.

Employee Signature: ___________________________  Date: ________________

See minutes of Governing Body dated ________________ affirming appointment.