

COORDINATOR OF PHARMACY SYSTEMS

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class is a technical specialist responsible for establishing, maintaining and updating an automated hospital wide pharmaceutical/drug database for the division of Pharmacy at the Westchester Medical Center. This system tracks and controls the receipt, utilization, dispensing, and disposal of pharmaceuticals including at satellite sites, and insures accurate and accessible information and data integrity at all times. Administrative supervision may be involved as part of the development and coordination function. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops, updates and maintains a computerized drug database to track and control the dispensing and utilization of drugs throughout the various patient units and satellite sites;

Reviews and approves additions, deletions and changes to the database for accuracy and completeness;

Coordinates the utilization of various automated pharmacy systems;

Works closely with the Information Systems division to insure that automation meets multidisciplinary requirements;

Acts as a liaison with Information Systems and vendors regarding installation, utilization and upgrade of related software and specialized products required to comply with existing mandates regarding access to medical information;

Generates reports and files as required by the Director;

Provides training and technical assistance to in-house users to help ensure smooth workflow and develop employee skills;

Keeps abreast of Federal and State regulations on pharmacy operations and ensures that recordkeeping is in compliance with said mandates;

Attends meetings with medical professionals to insure the most efficient and effective recordkeeping system;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the application of a systems approach to informational management requirements as it applies to the procedures of modern pharmacy; thorough knowledge of the science, practice and procedures of modern pharmacy; good knowledge of all aspects of computers and information systems including equipment, programs, systems and functional capabilities; good knowledge of the functional aspects, professional relationships and procedures existing with a large, tertiary care, teaching medical center as they relate to the pharmacy; ability to analyze and understand the various functions, operations, objectives and goal of the pharmacy to adapt automated information systems to meet its needs; ability to establish and maintain effective relationships with administrative, professional technical and clerical personnel; ability to clearly instruct and assist employees in the operation of automated systems; ability to communicate effectively both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; thoroughness; resourcefulness; initiative; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a valid license and current registration as a registered pharmacist issued by New York State and four years of administrative or supervisory pharmacy experience, one of which must have included systems analysis and development as a major responsibility of the position.

SUBSTITUTION: (1) Possession of Master's Degree* in Pharmacy may be substituted for one year of the above stated general experience, but not for the specialized systems analysis and development experience; (2) Possession of a Pharm. D. degree* may be substituted for two years of the above stated general experience, but not for the specialized systems analysis and development experience; (3) Possession of Master's Degree* in Information Systems or a closely related field may be substituted for the one year of systems analysis and development experience; (4) Completion of one year of an approved residency in pharmacy may be substituted for one year of the above required general experience, but not for the specialized systems analysis and development experience..

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level and license/registration indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State education Department as a post-secondary, degree-granting institution.

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Job Group: XVI