UNIVERSITY OF SOUTHERN CALIFORNIA

Staff Pharmacist-Shift

Job Code: 187419

Grade: HH
OT Eligible: Yes
Comp Approval: 1/1/2000

JOB SUMMARY:
Ensures that drug therapy needs of patients are met. Performs clinical pharmacy, drug distribution and administrative duties.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

Interprets and clarifies medication orders and applicable treatments directly from chart or chart copy. Ensures that medication schedules are appropriate in relation to patient's ability to metabolize and eliminate specific drug compounds, e.g., aminoglycoside kinetics, aminophylline kinetics, etc. Participates in the selection of appropriate medication(s) for specific indications.

Maintains patient records to monitor drug therapy for appropriateness and safety consistent with a high level of patient care. Assists nurses with routine updating of patient Medication Administration Record (MAR) as appropriate.

Provides on-site drug information to medical, nursing or other professional hospital staff. Serves as an educator of hospital staff and students by preparation of clinical conferences and inservices. Performs discharge counseling to inpatients leaving the hospital with medications, as requested.

Dispenses and compounds or supervises the dispensing of medications and intravenous admixtures. Compounds medications for floor use and hospital pharmacy use. Interprets doctors orders and creates a patient drug profile. Prepares all IV admixtures and reconstitutes all lyophilized drug products. Maintains records on controlled drugs.

Stocks shelves and receives merchandise. Prepackages medication not commercially available in appropriate packaging. Inspects satellite pharmacy and/or medication storage areas on patient floors and nursing areas.

Supervises pharmacy technicians, clerks and interns; coordinates work flow.

Maintains pricing and location index of pharmacy drug formulary and monitors the preparation of accurate patient charges for billing.

Participates in investigational drug and research studies.

Participates in hospital and University committees as assigned, e.g., Patient Education, Fire and Safety, Curriculum, Scholarship Standards, etc.

Develops and/or revises interdepartmental policies and procedures as requested.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.
EMERGENCY RESPONSE/RECOVERY:

Essential: □ No
□ Yes  In the event of an emergency, the employee holding this position is required to
“report to duty” in accordance with the university’s Emergency Operations Plan
and/or the employee’s department’s emergency response and/or recovery
plans. Familiarity with those plans and regular training to implement those
plans is required. During or immediately following an emergency, the employee
will be notified to assist in the emergency response efforts, and mobilize other
staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:
   Bachelor’s Degree

Minimum Experience:
   2 Years

Minimum Field of Expertise:
   Registered pharmacist (R.Ph.) in state of California. Directly related professional and
   supervisory experience in area of specialization. Familiarity with unit dose, IV admixtures
   and clinical pharmacy practice.

Preferred Experience:
   4 Years

Preferred Field of Expertise:
   Completion of hospital residency program.

Skills:  Other:
   Analysis
   Assessment/evaluation
   Communication -- written and oral skills
   Consulting
   Counseling
   Interpretation of policies/analyses/trends/etc.
   Knowledge of applicable laws/policies/principles/etc.
   Networking
   Organization
   Planning
   Problem identification and resolution
   Public relations
   Research
   Supervisory Skills

Skills:  Machine:
   Computer Network (Department or School)
   Personal Computer

Supervises:  Level:
   Supervises employees and student workers

Supervises:  Nature of Work:
Technical

SIGNATURES:

Employee: ______________________________ Date: ____________________________

Supervisor: ______________________________ Date: ____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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