

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

PHARMACY SERVICES COORDINATOR

POSITION CODE: 32010

Effective: 7-1-14

DISTINGUISHING FEATURES OF WORK:

Under general direction as the sole professional practitioner, serves as the coordinator of a facilities pharmacy services program; confers with and makes recommendations to medical staff concerning medication agents to be used in the facility; provides the full range of professional pharmacist services at a facility; developing extensive communications and work relationships with other health disciplines; directs or participates with other care staff in the development of recipient treatment/ habilitation plans.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Functions as the Pharmacy Services Coordinator, directing the overall pharmacy program of the facility, including compounding of prescriptions, manufacturing and dispensing of pharmaceutical preparations and supplies for recipients; reviews, documents and recommends necessary budget to facility management to meet program needs; develops and maintains a written policies and procedures manual in association with appropriate professional staff governing the safe administration and handling of drugs within the facility; develops ongoing communications and regular working relationships with other health disciplines, assuring that the pharmacy program is actively involved in contributing to improved recipient care through the full utilization of the professional pharmacist's skills and knowledge; participates in the development of a facility formulary; serves as an active member of the facility's Pharmacy and Therapeutics Committee; may provide supervision of the activities of a hospital central supply or other related services.
2. Compounds prescriptions, manufactures and dispenses pharmaceutical preparations and supplies for recipients; provides program monitoring for medication storage and recipient medication profiles, advising health professionals on proper selection and possible side effects of drugs.
3. Provides the program structure for emergency pharmacy services (e.g. pharmacist available or on call for consultation, regular maintenance of kits of antidotes and emergency drugs which are accessible to nursing units).
4. Develops extensive ongoing communications and regular working relationships with other health disciplines, assuring the active involvement of the pharmacy program in contributing to improved recipient care through the full utilization of the professional pharmacists' skills and knowledge; serves as an active member of the facility's Pharmacy and Therapeutics Committee; participate in the development of a facility formulary. Plans and conducts staff development programs designed to provide drug training and orientation for non-pharmacy care support staff within the facility; directs or participates with other care staff in the development of recipient treatment/habilitation plans.

PHARMACY SERVICES COORDINATOR (Continued)

5. Develops and maintains written policies and procedures in association with appropriate professional staff governing the safe administration, monitoring and handling of medication within the facility, e.g. automatic stop orders on all drugs, drug recall procedure, record of medication errors and drug reactions, and reporting procedure for same, security measures, approved formulary system, proper labeling, rotation, stocking, inspecting, etc.
6. Regularly participates in various facility committee and inter-disciplinary group planning activities by offering advice and suggestions through the resources of the pharmacy program; may participate in drug research, drug utilization review, infection and communicable disease committee, safety committee, recipient care incident review, and others as appointed.
7. Provides for a current library of pharmaceutical reference materials to provide adequate information concerning medication agents; keeps abreast of advances in pharmacy and pharmacology.
8. Performs other duties as required or assigned which are within the scope of those listed above.

DESIRABLE REQUIREMENTS:

Education and Experience

- Requires current license as a registered pharmacist in the State of Illinois.
- Requires two years professional experience as a practicing registered pharmacist.

Knowledges, Skills and Abilities

- Requires thorough knowledge of the principles and practices of a professional pharmacy.
- Requires extensive knowledge of recipient medication reactions, benefits and side effects associated with specific drug therapies.
- Requires the ability to prepare pharmaceutical compounds and complex prescriptions.
- Requires the ability to establish and maintain effective working relationships, communicating effectively with clinicians regarding current drug therapeutics, and counseling recipient and their families on the importance of, and proper use of medications.
- Requires the ability to maintain accurate records and reports of pharmaceuticals purchases, dispensed and stored.
- Requires the ability to analyze and properly interpret recipient medication profiles and charts and identify and recommend modifications when necessary.