UNION JOB DESCRIPTION

JD1619

JOB TITLE:	Pharmacy Coordinator,West Coast General Hospital	**JOB DESCRIPTION NO.:**	P.CI.36400.001
CLASSIFICATION:	Pharmacist S2 - Over 8 up to 16 FTE	**GRID/PAY LEVEL:**	H-N-S2B
COLLECTIVE AGREEMENT:	Health Science Professionals	**HSCIS NO.:**	36922
UNION:	HSA	**JOB/CLASS CODE:**	36922
PROGRAM/DEPARTMENT:	Pharmacy	**BENCHMARKS (If Applicable):**	
REPORTING TO:	Manager		
FACILITY/SITE:	VIHA-CI: (WCGH)		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority, patient safety is a priority and a responsibility shared by everyone at VIHA; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Pharmacy Manager, the Pharmacy Coordinator, West Coast General Hospital is responsible for the coordination and direction of the day-to-day operations and supervision of designated staff; meets established annual objectives; participates in policy and procedure development and implementation; participates in program and service design and delivery planning, implementation and evaluation; is accountable for an assigned budget and provides input on capital and operating budgets; and collaborates with Managers and the multidisciplinary team to ensure that assigned Pharmacy Services are efficient, effective and support client/patient care goals and objectives.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Coordinates and directs the day-to-day drug distribution for the site pharmacy, including manual and automated dispensing, narcotics and controlled drugs, ward stock, sterile products, and pre-packaging and research protocols, by:

- Ensuring that all prescriptions are monitored and processed expeditiously and correctly in accordance with departmental polices and procedures;
- Investigating and following-up on all medication incidents/discrepancies and communicate to staff and take corrective action as needed; and
- Ensuring the maintenance of all records including narcotics and controlled drug records, investigative drug records, financial and statistical records and policy and procedures manuals.

2. Supervises designated staff by assigning and coordinating work assignments and schedules, monitoring workload and ensures the most efficient use of staffing resources.

3. Directs, supports, coaches, mentors and evaluates designated staff. Conducts annual performance reviews, reporting significant performance issues to the Manager. Investigates and problem solves employee issues in accordance with the provisions of the collective agreements and Vancouver Island Health Authority (VIHA) policies and procedures, referring contentious and disciplinary issues to the Manager.

4. Participates in employee and student selection, orientation, training and evaluation as required. Communicates policies, programs and procedures to designated staff through meetings, by written form, and by providing verbal direction. Responsible for ensuring the certification of staff for the delegation of pharmacist duties as required.

5. Provides drug distribution services, including preparing and dispensing medications as a licensed pharmacist, as required.

6. Promotes good public relations and good interdepartmental relations through effective communications with clients/patients, caregivers/families, other health care providers, community agencies, and hospital and medical staff.

7. Represents assigned Pharmacy Services and participates in various care teams and committees as required, both within and outside the hospital setting, and including traveling between sites, to facilitate and support the interdisciplinary approach in the planning, coordination and delivery of client/patient care to achieve desired outcomes.

8. Implements VIHA and Pharmacy Services initiatives, policies, procedures and protocols locally and as directed, such as VIHA drug formularies, best practices in consultation with clinical services, intravenous (IV) admixture programs, medication purchasing and procurement activities, medication packaging, information systems and automated medication technologies.

9. Participates in the preparation of and provides input to the Manager regarding capital and operational budget requirements, and is accountable for assigned operating budgets. Monitors and reports on budget variances on a regular basis, advising the Manager of issues and concerns.

10. Responsible for Quality Assurance Monitoring of drug distribution, sterile products, packaging services, including conducting audits and spot checks.

11. Ensures statistical information is recorded to meet regulatory and VIHA requirements. Provides reports in accordance with VIHA and Pharmacy policies and procedures to the Manager quarterly, and at other times as required.

12. Cooperates and collaborates with the Occupational Health & Safety Committee, by conducting regular workplace inspections, investigation of injuries and related documentation, and participating in fire prevention and disaster plans as required.

13. Performs other related duties as required.

QUALIFICATIONS:

Education, Training And Experience

Licensed by, or eligible for Licensing by, the College of Pharmacists of British Columbia. Completion of an Accredited Pharmacy Residency and three (3) or more years of recent related experience in hospital pharmacy practice, including one (1) year in a supervising capacity, or an equivalent combination of education, training and experience.

Skills And Abilities

- Recognize and deal with emergent situations.
- Meet deadlines.
- Plan, organize, prioritize, delegate, coordinate and evaluate service and employees.
- Recommend and implement procedures and policies relating to pharmacy services.
- Establish and maintain effective working relationships with patients, staff, other health care providers, community agencies, and the public.
- Work as a member of the multidisciplinary health care team.
- Provide professional and administrative leadership.
- Resolve problems and conflicts.
- Promote and foster good public relations.
- Operate related equipment, including computerized systems.
- Communicate effectively, both verbally and in writing.

- Physically and emotionally able to perform the duties of the position.
- Use personal transportation to meet operational requirements.