

 Oroville Hospital	Job Description for Clinical Application Coordinator: Pharmacy	Department:	Electronic Health Record/ Pharmacy
		Dept.#:	8481/8390
		Last Updated:	06/13/11

Reports To

Director of Pharmacy

Job Summary

Is responsible for updating and maintenance of multiple pharmacy system databases, pharmacy system hardware maintenance, resolution of departmental charge issues and responding to audits from hospital patient accounts and auditors within the pharmacy information system. The incumbent serves as a specialist/integrator in the implementation and ongoing support of clinical software applications used in the hospital setting providing professional advice to all system users.

Duties

- Analyzes and evaluates processes related to information flow. Serves as liaison between service lines concerning these processes. Acquires a comprehensive knowledge of the software involved to determine what are procedural issues versus system/application deficiencies. Assists staff in the efficient use of the current software. Serves on Hospital teams, wherever and whenever management determines the skills and talents of the incumbent would be best utilized.
- Promotes an atmosphere that encourages enthusiasm and user participation in clinical computing while stressing the importance of data validity and data security. Creates a positive environment for reporting application and/or system deficiencies and suggestions for system improvements and enhanced functionality.
- Coordinates efforts to correct deficiencies and errors that occur in the electronic record. Ability to operate and communicate effectively while under pressure is essential.
- Responsible for database management in multiple programs within the pharmacy system.
- Responsible for pricing updates in the pharmacy information system to correspond with new contract information as it becomes available.
- Maintains and inventories pharmacy system hardware.
- Contact with telecommunications for departmental system requirements.
- Assumes responsibility for responding to patient accounts regarding patient billing issues.
- Assumes responsibility for responding to audits when required.
- Maintains reports specific to database issues.
- Serves as a resource for informational inquiries regarding all technical aspects of the pharmacy information system.
- Coordinates data collection on system performance issues.

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- Coordinates clinical data management
- Provide support to clinical faculty for research activities and data retrieval.
- Provide professional advice to faculty and staff regarding optimum use of system capabilities.

Qualifications

- High School Graduate with a minimum of one year experience in working with the VistA Electronic Health Record Product. May be offset by experience with any Electronic Health Record.
- Must have a Pharmacy Technician license for the State of California
- Three to four years hospital experience preferred.
- Must be able to operate a typewriter, adding machine and computer
- Needs to know all generic and brand names of drugs and common doses for charging
- Needs to know how all I.V.'s are made for proper charging
- Must have knowledge of drugs, quantities normally dispensed, generic equivalents, etc
- Requires two (2) years experience as a Pharmacy Tech in a health care setting
- Ability to follow written and oral directions
- Demonstrates high level of personal and professional accountability and responsibility
- Self-directed and performs duties independently
- Ability to problem-solve and apply critical thinking skills
- Must have the proven ability to maintain confidentiality
- Must demonstrate excellent customer service and communication skills
- Ability to effectively communicate and coordinate daily work flow to ensure department needs are met
- Must be flexible, dependable, and demonstrate the ability to adapt to change

Lifting Requirements

Medium – generally lifting not more than 50 lbs. maximum with frequent lifting and/or carrying of objects weighing up to 25 lbs.