

 Oroville Hospital	Job Description for BCMA Coordinator		Department:	Nursing Administration
			Dept.#:	8720
	Last Updated:	8/1/13		

REPORTS TO:

BCMA Supervisor

Job Summary:

The BCMA Coordinator is responsible for developing and implementing processes to improve the safety, efficacy, and efficiency of medication management processes associated with BCMA. BCMA Coordinator is commonly the lead BCMA Super User; the BCMA Super User is a lead supporting resource for BCMA in a patient care area. BCMA Coordinator along with the BCMA Super User(s) will define appropriate usage and documentation within BCMA by end users when: Wristband scan failures occur, medication scan failures, PRN effectiveness is needed, hardware failure occurs, usage of BCBU (BCMA Backup), IV Piggyback procedures, IV Large volume procedures, IV ward stock, medication cart usage, usage of 5-R's, med order button (if used), medication documentation specific to BCMA, how to avoid workarounds, and other aspects of BCMA as it relates to the administration of medications to a patient.

Job Duties:

Coordinator responsibilities include but are not limited to:

- Serves as a liaison between administration, clinical staff, and IT regarding BCMA medication management process.
- Monitors and reports effectiveness of change outcomes to management.
- Recommends procedural, workflow and policy changes as appropriate.
- Test and verifies updates, patches, and new releases of BCMA prior to activation.
- Disseminates information to end users on policies and procedures.
- Facilitates training, installation, maintenance, and overall use of BCMA throughout the hospital.
- Provides user support to nursing, pharmacy and other service lines by troubleshooting operational issues.
- Plans and ensures initial ongoing training for all BCMA users, students, and temporary staff.
- Designs, develops, updates, and maintains training documents within the facility.
- Actively participates in local facility multidisciplinary committee.
- Provides support to the Patient Safety Officer related to medication administration issues.
- BCMA Backup training and usage.
- Responsible for the initial configuration and maintenance of BCMA configuration files.
- Develops, implements, and monitors a performance improvement plan for the medication management process as it relates to BCMA.
- Actively participates in the Pharmacy and Therapeutics Committee.
- Ability to be on call for BCMA problems.

BCMA Coordinator is responsible for the training and recommended usage of BCMA reporting features, which are:

- **Virtual Due List (VDL):** Records medications that need to be administered to a patient within the specific time parameters. These include active Continuous, PRN, On-Call, One-Time medication orders.
- **Due List Report:** Provides detailed information about active and future Unit Dose and IV Medication orders that are due for administering to a patient, within a specific timeframe during a 24-hour period.
- **Medication Administration History (MAH) Report:** Lists the patient's Unit Dose and IV medication orders and any actions taken on the order.
- **Medication Log Report:** Displays a detailed history of actions taken on a patient's medication orders.
- **Missing Dose Requests:** Automatically alerts Pharmacy personnel of a Missing Dose order by printing requests for reissuing on a designated printer in the Pharmacy. This method minimizes the nurses' workload disruption to the Pharmacy and Nursing workflow. An email notification is also sent from the BCMA to the Pharmacy when a Missing Dose Request is submitted by a clinician.
- **Missed Medications Report:** Includes Continuous and One-Time Unit Dose and IV Piggyback medications that were not administered to a patient during a medication pass, within a specific timeframe, during a 24-hour period. This Report also includes Missing Dose Requests submitted to the Pharmacy.
- **PRN Effectiveness List:** Identifies PRN or as needed medication doses that require Effectiveness comments after they are given.
- **Medication Variance Log:** Logs medications given outside the medication administration window as Early or Late (depending on the site parameter settings), including the time it was scanned, and the reason it was administered early or late, any comments from the nurse, late PRN Effectiveness documentation, and event totals and percentages.
- **Patient Record Flag (PRF) Report:** Prints detailed information about any active PRF assignments associated with the current patient record.
- **Cover Sheet-Medication Overview Report:** Displays and groups active, expired or discontinued, and future expiring orders.
- **Cover Sheet-PRN Overview Report:** displays and groups active, expired or discontinued and future expiring orders with a schedule type of PRN for the current patient or by selected patients on a ward. For each group, the total number of orders per group is displayed in brackets next to the group heading.
- **Cover Sheet-IV Overview Report:** Displays and groups IV bag information on active, expired, and discontinued orders for the current patient or by selected patients on a ward. For each group, the total number of IV bags per group is displayed in brackets next to the group heading.
- **Cover Sheet-Expired/DC'd/Expiring Orders Report:** Displays and groups expired and discontinued orders, as well as orders that will expire for the current patient or by selected patients on a ward. For each group, the total number of IV bags per group is displayed in brackets next to the group heading.
- **Medication Therapy Report:** Includes information similar to the Medication History Report but does not require a patient record to be open. The report allows searching by VA Drug Class,

Orderable Item, or Dispense Drug within a specified date range and selected search criteria. This report can be run for the current patient or by selected patients on a ward.

- IV Bag Status Report: Provides status on IV bags, excluding available bags, by patient or by selected patients on a ward. This report allows the user to include/exclude completed, infusing, stopped, missing, held and refused IV bags. In addition, the user can include bags for which no action has been taken on order.
- Unable to Scan (Detailed) Report: Provides detailed information related to each unable to scan event for a selected ward/nurse unit, or for all wards. The report includes patient, date/time of unable to scan event, location, type of bar code failure, drug, user's name, reason for scanning failure and optional comments. The user can specify report selection criteria including start and stop date/time, type of scanning failure, and the unable to scan reason, in addition to up to three levels of sort fields.
- Unable to Scan (Summary) Report: Provides totals and percentages of wristband and medication bar codes scanned and when scanning is bypassed. The report will include totals and percentages for total wristband scanned, total wristbands bypassed, total medications scanned, and total medications bypassed. The user will be able to print the reports for the entire facility, by nurse unit/location or by ward.

Qualifications:

- Prior experience administering medications in a health care setting. Registered Nurse or other clinical professional preferred
- Experience using Oroville Hospital VISTA computer system OR previous experience as a BCMA coordinator
- Ability to follow directions
- Ability to maintain confidentiality
- Excellent communication and Interpersonal Skills
- Ability to interact with patients, families, physicians, co-workers and outside agencies
- Ability to organize and prioritize multiple requests and duties
- Ability to push BCMA medication carts, throughout the entire campus

LIFTING REQUIREMENTS:

Frequently carries 10 pounds or less and occasionally carrying such items as binders, charts, up to 25 pounds.