

PHARMACIST DESCRIPTION - EVALUATION

Position Title: PHARMACIST Employee Name: _____
Department Name: PHARMACY Social Security Number: _____
Hire Date: _____ Position Grade: _____
Evaluation Date: _____ FLSA Status: Exempt Non-Exempt
Reason for Evaluation: Annual Other: _____
Patient Age Group Served: Adolescent Pediatric Neonate Adult Geriatric

I HAVE REVIEWED THESE JOB REQUIREMENTS AND VERIFY THAT I CAN PERFORM THE MINIMUM REQUIREMENTS AND ESSENTIAL FUNCTIONS OF THIS POSITION:

EMPLOYEE SIGNATURE: _____ DATE _____

1. POSITION PURPOSE (SUMMARY)

The P R N Pharmacist shall be responsible to perform pharmaceutical duties, involving compounding, admixing, and dispensing of medications. Provide clinical services, including drug information, drug regimen review, and educational services. Assists in attaining departmental goals. This shall be carried out in accordance with all state/federal laws, JCAHO Standards, and hospital/departmental policies and procedures.

2. POSITION QUALIFICATIONS

Education:

Must possess a High School Diploma or Equivalent.
Must be a graduate of an accredited College of Pharmacy

Experience:

Desirable characteristics include at least 2 years of experience in a pharmacy related environment. Must be able to follow policies and procedures, and to perform work according to department standards when no directions are given. Must be emotionally mature and able to function effectively under stress.

Licenses/Certificates:

Hold current Registered Pharmacist license in the State of Florida.

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3. GENERAL RESPONSIBILITIES

1. Observe professional ethics in maintaining confidential information acquired concerning the personal, financial, medical or employment status of patients and their families.
2. Must follow accepted safety practices for patients and the Hospital.
3. Must report safety hazards and initiate appropriate action.
4. Must participate in safety instructional programs.

3A. PHYSICAL ABILITIES REQUIREMENTS

ACTIVITY	OCCASIONALLY (1 - 33%)	FREQUENTLY (34 - 66%)	CONTINUOUSLY (67 - 100%)	% OF HOURS
a. Sitting	X			2
b. Walking		X		4
c. Standing			X	5
d. Bending		X		3
e. Squatting		X		3
f. Climbing	X			2
g. Kneeling		X		2
h. Twisting		X		3
i. Lifting--0-50 lbs	X			1
j. Lifting--50 or > lbs	X			1
k. Carrying--0-50 lbs	X			1
l. Carrying--50 or > lbs	X			1
m. Pushing--0-300 lbs	X			1

3B. VISUAL AND HEARING REQUIREMENTS

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Must be able to see with corrective eye wear	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Must be able to hear clearly with assistance
Other:		Manual dexterity is a must			

3C. OSHA CATEGORY CLASSIFICATION CATEGORY: III

I _____ understand that the duties that are required of me in my job position places me in a Category III. I have received education and training relative to this OSHA category classification and understand the requirements that will be expected of me in order to complete the above mentioned duties.

Employee's Signature: _____

Date: _____

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4. POSITION RESPONSIBILITIES AND EVALUATION RATINGS

Indicators of Performance Level		Age Legend	
5	Outstanding	Birth - 12 months	Neonate - Infant
4	Excellent	1 - 11 years	Child - Pediatric
3	Satisfactory Plus	12 - 17 years	Adolescent
2	Satisfactory	18 - 64 years	Adult
1	Satisfactory Minus	65 and over	Geriatric

PATIENT CARE RELATED		Rating (1= low / 5=high)					Score
Age Specific: Neonate							
1	Demonstrates knowledge of medication use in neonate patients.	1	2	3	4	5	
2	Demonstrates competency and knowledge of calculating correct dosages of medications for neonate patients by using age and or weight.	1	2	3	4	5	
3	Demonstrates competency and knowledge in the proper technique for admixing of intravenous medications for neonates.	1	2	3	4	5	
4	Sends correct dosage forms of medications for neonates.	1	2	3	4	5	
5	Is familiar with location of neonate emergency drugs.	1	2	3	4	5	
Total Neonate:							

Age Specific: Pediatric							Score
1	Demonstrates knowledge of medication use in pediatric patients.	1	2	3	4	5	
2	Demonstrates competency and knowledge of calculating correct dosages of medications for pediatric patients by using age and or weight.	1	2	3	4	5	
3	Demonstrates competency and knowledge in the proper technique for admixing of intravenous medications for pediatrics.	1	2	3	4	5	
4	Sends correct dosage forms of medications for pediatrics.	1	2	3	4	5	
5	Is familiar with location of pediatric emergency drugs.	1	2	3	4	5	
Total Pediatric:							

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Age Specific: Adolescent						Score
1	Demonstrates knowledge of medications used in adolescents patients.	1	2	3	4	5
2	Demonstrates competency and knowledge of calculating correct dosages of medications for adolescents by using age and or weight.	1	2	3	4	5
3	Demonstrates competency and knowledge in the proper technique for admixing of intravenous medications for adolescents.	1	2	3	4	5
4	Sends correct dosage forms of medications for adolescents.	1	2	3	4	5
5	Is familiar with the location of adolescent emergency drugs.	1	2	3	4	5
Total Adolescent:						

Age Specific: Adult						Score
1	Demonstrates knowledge of medications used in adult patients.	1	2	3	4	5
2	Demonstrates competency and knowledge of calculating correct dosages of medications for adults by using weight or serum creatinine.	1	2	3	4	5
3	Demonstrates competency and knowledge in the proper technique for admixing of intravenous medications for adults.	1	2	3	4	5
4	Sends correct dosage forms of medications for adults.	1	2	3	4	5
5	Is familiar with the location of adult emergency drugs.	1	2	3	4	5
Total Adult:						

Age Specific: Geriatric						Score
1	Demonstrate knowledge of medications used in geriatric patients.	1	2	3	4	5
2	Demonstrates competency and knowledge of calculating correct dosages of medications for geriatrics by using weight or serum creatinine.	1	2	3	4	5
3	Demonstrates competency and knowledge in the proper technique for admixing of intravenous medications for geriatrics.	1	2	3	4	5
4	Sends correct dosage forms of medications for geriatrics, including knowledge of medications that cannot be crushed.	1	2	3	4	5
5	Is familiar with the location of geriatric emergency drugs.	1	2	3	4	5
Total Geriatric:						

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GENERAL							Score
1	Fills out and maintains pharmacy profiles with accurate information obtained from the physicians orders. Including Ht. Wt, Allergies, medications, etc.	1	2	3	4	5	
2	Prepares medications, and checks technician before tech delivers medications to nursing units.	1	2	3	4	5	
3	Fills drug cart or checks technician's cart fill.	1	2	3	4	5	
4	Checks and reconciles all medications and I. V. fluids used from all stock areas.	1	2	3	4	5	
5	Provides clinical drug information to meet the needs of the physicians and hospital staff.	1	2	3	4	5	
6	Interprets physicians orders and verifies tech entries onto profile.	1	2	3	4	5	
7	Maintains pharmacy patient profiles and monitors medication therapy for safety and efficiency.	1	2	3	4	5	
8	Prepares I. V. piggy-back medications according to sterile technique with the use of the Laminar Flow Hood.	1	2	3	4	5	
9	Assists with unit inspections throughout the hospital and assists with Quality Assurance and Performance Improvement. Helps with D. U. E. process.	1	2	3	4	5	
10	Has knowledge of Form 222 and the ordering of narcotics. Able to fill out form 222, logs in schedule II narcotics in pharmacy narcotic log.	1	2	3	4	5	
11	Carries out any other duties deemed appropriate by the pharmacy director.	1	2	3	4	5	
12	Dispenses narcotics to specified areas, able to fill out and sign narcotic sheets. Keeps the narcotic box locked.	1	2	3	4	5	
13	Provides physicians, nursing, or other hospital employees with in-service education when needed.	1	2	3	4	5	
14	Demonstration of expedience and professionalism in responses to hospital staff, or physicians.	1	2	3	4	5	
15	Assists with unit dosing and checks off technician. Types labels for bags if needed.	1	2	3	4	5	
16	Follows all federal, state, hospital and department policies and procedures at all times.	1	2	3	4	5	
Total General:							

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ATTENDANCE AND RELIABILITY						Score
1	Consistently is on time and ready to work, requires no start up time.	1	2	3	4	5
2	Never abuses or takes advantage of sick time or personal days off.	1	2	3	4	5
3	Always provides proper notification and advance notice for absence or tardiness.	1	2	3	4	5
4	When requested, is always willing to adjust personal schedule to complete workload.	1	2	3	4	5
5	Demonstrates reliability in the conscientious and complete manner in which work assignments are performed.	1	2	3	4	5
Total Attendance and Reliability:						

PERSONAL APPEARANCE AND HYGIENE						Score
1	Always observes department dress code and wears identification.	1	2	3	4	5
2	Well groomed. Complies with hospital and departmental dress code and maintains a professional appearance at all times.	1	2	3	4	5
Total Personal Appearance and hygiene:						

CUSTOMER SERVICE						Score
1	Helps all patients, family members, physicians, visitors, and employees in a friendly manner.	1	2	3	4	5
2	Smiles, introduces himself and uses caring, thoughtful words either in person or on the telephone.	1	2	3	4	5
3	Always makes eye contact when speaking with patients, physicians, visitors, and employees.	1	2	3	4	5
4	Maintains a good working rapport with employees, physicians, and vendor representatives to help facilitate the improvement of care for patients.	1	2	3	4	5
5	Always acts in a professional manner, and works in the spirit of teamwork.	1	2	3	4	5
Total Customer Service:						

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SAFETY						Score
1	Complies with safety policies and procedures, reports safety hazards and initiates appropriate action.	1	2	3	4	5
2	Maintains equipment in proper working order.	1	2	3	4	5
3	Follows Universal Precautions protocols, and Infection Control Procedures 98% of the time.	1	2	3	4	5
4	Attends all mandatory infection control, blood-borne pathogen, fire, safety, hazardous material and electrical safety in-services annually.	1	2	3	4	5
Total Safety:						

