

Job Description/Performance Assessment

Job Title: Staff Pharmacist		Job Code:		Associate Number:		Date Review Due:	
Department Name: Pharmacy		Dept Number:		Associate Name:			
Date Originated:				Date Revised:			
<input type="checkbox"/> Exempt 7/21		<input type="checkbox"/> Non-Exempt		<input type="checkbox"/> Initial - within 180 days New Hire <input type="checkbox"/> or Transfer <input type="checkbox"/>		<input type="checkbox"/> Periodic - not to exceed 18 months	
Pay Level:							

TYPE OF ASSESSMENT

JOB SUMMARY

JOB REQUIREMENTS

Education:

Experience:

Licenses, Certifications and/or Registrations:

Specialized Knowledge and Skills:

JOB RELATIONS

Supervised by:
Supervises (Headcount):
Supervises (Job titles):

Interrelations/Contacts:

For Direct Patient Care Positions Only:

Must have the knowledge and skills necessary to provide patient care as defined by job responsibilities and performance standards in this job description to include Patient Safety Performance Standards for the identified population served below:

<input type="checkbox"/> Pre-term/High Risk Neonate	<input type="checkbox"/> Young Adult (18 to 35 years)
<input type="checkbox"/> Neonate (newborn to 28 days)	<input type="checkbox"/> Adult (35 to 65 years)
<input type="checkbox"/> Pediatric (One month to 12 years)	<input type="checkbox"/> Geriatric (65 years and over)
<input type="checkbox"/> Adolescent (12 to 18 years)	

WORKING CONDITIONS

HOURS OF WORK

PHYSICAL DEMANDS FOR THIS POSITION

Key:

NP = Not Present

O = Occasional (1%-33% of the time)

F = Frequently (34%-66% of the time)

C = Constant (67%-100% of the time)

	Factors	NP	O	F	C	Comments
1.	Standing					
2.	Walking					
3.	Sitting					
4.	Reclining					
5.	Lifting-floor to table					
6.	Lifting-table to shoulder					
7.	Lifting-above shoulder					
8.	Lifting-by weight (lbs)					
9.	Carrying					
10.	Pushing					
11.	Pulling					
12.	Climbing					
13.	Balancing					
14.	Stooping/Bending					
15.	Kneeling					
16.	Crouching					
17.	Crawling					
18.	Reaching					
19.	Handling					
20.	Finger Dexterity					
21.	Feeling					
22.	Talking					
23.	Hearing					
24.	Tasting/Smelling					
25.	Vision					
26.	Depth Perception					
27.	Field of Vision					

ESSENTIAL FUNCTIONS OF COMPETENT PERFORMANCE FOR THIS POSITION

In non-emergent temporary situations, an associate may be requested to perform additional tasks or fulfill other responsibilities that are not included in this job description but are appropriate to this associate's level of skills and experience. In emergency situations, such as internal or external disaster, assignments may vary according to safety policies and the Disaster Plan.

Satisfactory (S): Associate demonstrates a level of performance that represents consistent proficiency for the entire time period of evaluation. Associate exhibits the appropriate level of competency for the amount of time in his/her role, and often excels in performing this job function. At times may go above and beyond job requirements, anticipating and reacting to non-routine challenges and opportunities.

Unsatisfactory (U): Associate demonstrates a level of performance that is inconsistent and unreliable for the majority of the time period of evaluation. Associate does not demonstrate the appropriate level of competency for the amount of time in his/her role.

Self Assessment (Clinical positions should use the Competency Checklist in lieu of this self assessment)			Training (if required)	Job Responsibilities	RATINGS (See legend above for rating description and check one for each job responsibility as applicable)		COMMENTS (Note: A comment is required if Associate receives an unsatisfactory rating.)
Competent	Need Review	No Experience	Trainer's Initials / Date		S	U	
				SERVICE STANDARDS (All Associates)			
				Commits to outstanding guest relations and customer service; promotes the <i>Commitment to Caring</i> program in an effort to meet the expectations of patients, visitors, and fellow associates; maintains courteous and professional conduct.			
				Demonstrates teamwork; supports, assists, and praises fellow associates whenever possible; feels a sense of ownership and takes pride in the Health System; looks beyond assigned tasks to achieve goals.			
				Supports and promotes the Mission, Vision, and Values; adheres to all Health System policies and procedures; commits to the Standards of Conduct; maintains professional appearance			
				LEADERSHIP STANDARDS (Department Heads only)			
				Communicates with staff; conducts regular departmental meetings to inform staff; stays accessible to staff and provides assistance, education and/or training if necessary; keeps Administration informed of departmental issues.			

			Implements new and innovative ways to reduce cost or increase productivity; increases working knowledge of CPSI system; improves departmental customer service standards			
			Demonstrates a strong commitment to budget guidelines; participates in the budget process; recommends methods to increase revenue or decrease costs; maintains current CDM (if applicable); complies with billing requirements.			
			Participates in Health System activities; takes initiative in Process Improvement; promotes the Health System throughout the community; enforces Health System policies; exhibits leadership qualities.			

PERFORMANCE STANDARDS: PRACTICING EXCELLENCE IN SERVICE

The following Performance Standards define specific behavioral expectations and are reflective of our Core Values of **RISE; Respect, Integrity, Stewardship, and Excellence.**

	(Check ONE for each category) Note: An Explanation must be included if checked "No"				Comments
Be Respectful and Courteous to Everyone: "Key Words at Key Times"	YES		NO		
Always Identify Yourself: Always Follow Our Customer Service Program "We Treat You Like Family"	YES		NO		
Adhere To All Safety Guidelines: Prioritize Safety	YES		NO		
Personalize Accountability: Take Personal Responsibility	YES		NO		
Promote Teamwork	YES		NO		

ANNUAL AND ON-GOING COMPLIANCE

	(Check ONE for each category) Note: An Explanation must be included if checked "No"				Comments
TIME AND ATTENDANCE STANDARDS					
Is the Associate in compliance with the time & attendance standards?	YES		NO		
CORRECTIVE ACTION & PLAN					
Was Associate placed on a Corrective Action & Plan in the last 12 months?	YES		NO		
ASSOCIATE HEALTH CLEARANCE					
Has Associate complied with their Annual Health Clearance?	YES		NO		
BUSINESS CONDUCT STANDARDS					
Does Associate comply with Business Conduct Standards regarding: Confidentiality, Legal Compliance, Business Ethics, Business Relationships and Protection of Assets?	YES		NO		
REQUIRED EDUCATION					
Has Associate completed all of his/her required education as identified?	YES		NO		
POPULATION SERVED					
If applicable, does Associate demonstrate the knowledge and skills necessary to provide patient care as defined by job responsibilities and performance standards based on population served?	YES		NO	N/A	

