

# HAWAII HEALTH SYSTEMS CORPORATION

## **Job Description**

## **Pharmacy Compounding Quality Coordinator**

(Job Description, Class Specification & Minimum Qualification Requirements)

**Entry**  
**Full Performance**

**HE-08**  
**HE-10**

**6.847**  
**6.848**

### **Function and Location**

This position works in the pharmacy unit of a hospital, clinic or long term care facility and is responsible for assuring that sterile compounding is performed in accordance with established procedures and methods, including but not limited to, USP Chapters 797, 800, and 825 under the supervision of a pharmacist. Position is responsible for developing and implementing appropriate procedures; overseeing facility compliance with the chapters and applicable laws; and ensuring appropriate environmental control of the compounding areas. Additionally, responsible for assisting a Pharmacist in providing pharmaceutical services in accordance with established procedures and methods. The position may be required to work on shifts, including evenings, and weekends and holidays.

### **Key Duties and Responsibilities**

1. In conjunction with the pharmacy director or designee, this position assumes responsibility for and is actively involved in SOP (standard operating procedures) development and enforcement in the pharmacy unit where sterile compounding takes place to ensure compliance with all regulatory and best practice policies relating to sterile compounding.
2. Assumes responsibilities for comprehensive management of the facility's Chapters 795, 797, 825 and 800 compliance plans.
3. Reviews all certification and recertification records to ensure that the classified environments comply with minimum requirements and prepares these items for review by the designated pharmacist.
4. Reports any problems, deviations, failures or errors to the pharmacy director or designee and ensures that there is a documented response with corrective action.
5. Ensures the competency of all individuals involved in sterile compounding. Educates and trains new employees, and recertifies all staff involved in sterile compounding at required intervals.
6. Responsible for all record keeping relating to sterile compounding; including but not limited to training records, cleaning records, hood and room certification records.

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7. Oversees the environmental sampling programs for primary and secondary engineering controls and physical environment as required by state and federal regulations.
8. Ensures that individuals adhere to written procedures for unpacking, storing, manipulating, and transporting hazardous drugs.
9. Performs multiple tasks at the same time without making errors.
10. Adhere to safety/infection control policies and procedures. Report any unsafe equipment or practices.
11. Answer telephone calls and triage to appropriate person according to departmental guidelines.
12. Fulfill any special request from the pharmacist to service a particular need within the pharmacy or hospital, or in any emergent patient-specific situation.
13. A “team player” and works well with others in and outside the department.
14. Maintain the strictest confidentiality of all patient and facility-related employee information.
15. Attend and participate in departmental meetings and/or hospital meetings as assigned.

### **Other Duties**

In addition to the key duties and responsibilities, this position may be assigned to:

Perform duties of a Pharmacy Technician FP as required; perform special projects as assigned by the Director or designee and perform other related duties as assigned.

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### **Knowledge and Abilities used in Performing Key Duties at the Full Performance Level**

Demonstrated proficiency in the application of all of the knowledge and abilities, specified below for the Full Performance level, in providing the full range of services, to the clientele of the work site, independently. Knowledge of the policies, procedures and work rules of the work site.

### **Supervision Provided By**

A Director of Pharmacy or Pharmacist provides supervision to the position.

**Instructions Provided:** Entry level employees are provided specific and detailed instructions; full performance employees are provided general instructions, and specific instructions in new and unusual situations.

**Assistance Provided:** Entry level employees are provided close guidance in performing tasks; full performance employees perform work independently with a Pharmacist being available to provide specific guidance and assistance in handling new and unusual situations.

**Review of Work:** Entry level employees receive close and frequent review of work performed; the work of full performance employees is reviewed periodically.

### **Prerequisite Qualifications Required for the Entry Level**

**Education:** None required. High school diploma or GED preferred.

**Experience:** Three (3) years of work experience assisting a licensed pharmacist in a hospital which required receiving and reading prescription and medication orders from physicians; receiving and reading requisitions from pharmacists; provide pharmaceutical services in accordance with established procedures and methods; and measure drug doses accurately.

Of the three (3) years of work experience, one (1) year experience working as a compounding pharmacy technician is required.

**Knowledge and Abilities:** Knowledge of arithmetic computations to determine proper measurements/quantities of pharmaceutical components required; measuring, counting, packaging, and labeling items and arranging them for final professional review; must

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have demonstrated knowledge of commonly used pharmaceutical preparations used in the treatment of illnesses, dosage requirements, dosage forms, storage requirements. aseptic techniques; routes of drug administration; pharmaceutical nomenclature; pharmaceutical system of weights and measures; procedures and operations relating to aseptic compounding and sterile compounding; arranging medication for final professional review; maintaining accurate inventory records; State and Federal pharmacy regulations; applicable hospital/unit policies and procedures; and the ability to provide pharmaceutical services in accordance with established procedures and methods; maintain records and prepare reports; and communicate effectively orally and in writing.

### **Prerequisite Qualifications Required for the Full Performance Level**

In addition to the qualifications required at the entry level:

**Experience:** One (1) year of work experience as a Pharmacy Compounding Quality Coordinator which involved responsibility for assuring that sterile compounding is performed in accordance with established procedures and methods, including but not limited to, USP Chapters 797, 800, and 825 under the supervision of a pharmacist.

**Knowledge and Abilities:** Knowledge of USP Chapters 797, 800, and 825 and the ability to develop and implement appropriate procedures; oversee facility compliance with the chapters and applicable laws; and ensure appropriate environmental control of the compounding areas; maintain records and prepare reports; and communicate effectively orally and in writing.

### **Substitutions Allowed:**

- a. Successful completion of a pharmacy technician program from an accredited school may be substituted for six (6) months of the entry level experience; or
- b. Possession of a Bachelor's Degree in Pharmacy from an accredited college or university may be substituted for two (2) years of the entry level experience.

### **Certification required:**

1. **Valid certificate of registration as a registered pharmacy technician issued by Board of Pharmacy, State of Hawaii.**

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### **Certification preferred and may be required for certain positions:**

1. Certified Pharmacy Technician (CPhT) issued by the Pharmacy Technician Certification Board (PTCB).
2. Certified Compounded Sterile Preparation Technician (CSPT) issued by the Pharmacy Technician Certification Board (PTCB).
3. Basic Life Support (BLS) for Healthcare Workers must be obtained within six (6) months of employment.

**Desirable Qualifications:** Ability to work independently; team player; proficient computer skills; excellent communication and customer service skills with the ability to communicate clearly both verbally and in writing; strong attention to detail; solid understanding of all aspects of sterile compounding and Chapter 797 requirements; advanced training in Chapter 800 compliance.

**Health and Physical Requirements:** All employees must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

### **ADDENDUM ATTACHED**

☐ Yes

☐ No