

HAWAII HEALTH SYSTEMS CORPORATION

Job Description **Pharmacy Compounding Quality Coordinator**

(Position Description, Class Specification & Minimum Qualification Requirements)

Entry Level Work	HE-08	6.847
Full Performance Work	HE-10	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, independently. Knowledge of the policies, procedures and work rules of the work site.

Controls Exercised over the Work

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

Experience and Essential Knowledge and Abilities: Three (3) years of work experience assisting a licensed pharmacist in a hospital which required receiving and reading prescription and medication orders from physicians; performing arithmetic computations to determine proper measurements/quantities of pharmaceutical components required; measuring, counting, packaging, and labeling items and arranging them for final professional review. The work experience must have demonstrated a knowledge of commonly used pharmaceutical preparations used in the treatment of illnesses, dosage requirements, dosage forms, storage requirements; experience in receiving and reading requisitions from pharmacists; measuring, counting, packaging, and labeling items; 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; measure drug doses accurately; maintain records

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and prepare reports; and communicate effectively orally and in writing. Of the three (3) years of work experience, one (1) year experience working as a compounding pharmacy technician is required.

Certification required:

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.

Physical Requirements: All employees must be physically able to perform the essential duties of the position. The general types of physical abilities involved, and examples of the tasks requiring these abilities, follows:

Physical			
Requirement	Occasional	Frequent	Comments/Related Job Duty
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Prepare prescriptions by measuring, counting, reconstituting or mixing items, packaging items.
Stand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Prepare prescriptions by measuring, counting, reconstituting or mixing items, packaging items.
Walk	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Distribute or deliver completed drug orders to patients and/or authorized personnel.
Bend	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stock shelves, dispensing machines, medication stations.
Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stock shelves, dispensing machines, medication stations.
Crawl	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In case of fire.

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Requirement	Occasional	Frequent	Comments/Related Job Duty
Climb	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stock shelves, assist in inventory control.
Reach Above Head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Preparing prescriptions, packaging items.
Can Lift Unassisted:			
up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Equipment ordinarily worked with, boxes, containers, supplies.
11 – 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Equipment ordinarily worked with, boxes, containers, supplies.
21 – 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment ordinarily worked with, boxes, containers, supplies.
51 lbs. & over	never- should get assistance		
Can Carry Unassisted:			
up to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Equipment ordinarily worked with, boxes, containers, supplies.
11 – 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Equipment ordinarily worked with, boxes, containers, supplies.
21 – 50 lbs.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment ordinarily worked with, boxes, containers, supplies.
51 lbs. & over	never- should get assistance		
Grasping:			
Right Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Steady hands to mix, measure, pour compounds.
Left Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Steady hands to mix, measure, pour compounds.
Both Hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Steady hands to mix, measure, pour compounds.

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Requirement	Occasional	Frequent	Comments/Related Job Duty
Push/Pulling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Fine Manipulating: Right Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Prepare prescriptions by measuring, counting, reconstituting or mixing items, packaging items.
Left Hand	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Both Hands	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to Heights	<input type="checkbox"/>	<input type="checkbox"/>	N/a
Around Moving Machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to Dust, Fumes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Operate Foot Pedals: Right Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Left Foot	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Both Feet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to Marked Changes in Temperature & Humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Drive a Vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pickup medications
Exposure to Sharp Instruments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Needles, scissors, scalpels, knives.
Write	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Type medical label, assist in inventory control.

Sensory

Requirement	Comments/Related Job Duty
Can Distinguish Smells	N/A
Can Distinguish Tastes	N/A
Requirement	Comments/Related Job Duty
Can Hear: Normal Tones	Frequent-take telephone orders from physicians, hear the conversational voice.
Soft Tones	
Can Distinguish Temperatures By Touch/Proximity	

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Requirement	Comments/Related Job Duty
Eyesight: Normal/Corrected	Frequent-to read physician instructions, prescription requests, medication orders, drug labels.
Close Eye Work (reading small figures)	Frequent- to prepare prescriptions, read labels/orders, distinguish various shares and colors of medication.

Mental

Requirement	Comments/Related Job Duty
Can Read, Speak and Write (What language/s)	English-in order to read medication requests, communicate to staff and physicians.
Is Oriented with Reality	Necessary

Requirement	Comments/Related Job Duty
Can control Emotions (temper, etc.)	Necessary
Has Positive Attitude toward the ill, the Handicapped and the Elderly	Necessary
Can Remember/Recall	Necessary
Able to Work with Controlled Substances (drugs)	Necessary-must dispense controlled substances.
Can Handle Stress	Necessary-as it relates to both physical and mental.

Prerequisite Qualifications Required for the Full Performance Level

In addition to the qualifications required at the entry level:

Experience and Essential Knowledge and Abilities: One (1) year of work experience as a Pharmacy Compounding Quality Coordinator which involved 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; developing and implementing appropriate procedures; overseeing facility compliance with the chapters and applicable laws; and ensuring appropriate environmental control of the compounding areas; maintain records and prepare reports; and communicate effectively orally and in writing.

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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.

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.