

CIVIL SERVICE POSITION DESCRIPTION

Incumbent		FLSA	Exempt
Present Classification	Pharmacy Supervisor	CSN	
Department/Division	Cancer Institute Clinic	Date	

FUNCTION

The incumbent in this position provides structure and oversight for dispensing and pharmaceutical activities at the Simmons Cancer Institute. Primary responsibility consists of reviewing chemotherapy/biotherapy orders, provide oversight of compounding of chemotherapy/biotherapy according to the Cancer Chemotherapy Guidelines & Recommendations for Practice by the Oncology Nursing Society, ASCO Standards and maintaining USP 797 Standards. Provide Investigational drug coordination services to the research department as needed. Additional duties include assisting physicians, residents, and medical students in the medical care of patients, monitoring patients' response to therapy especially in regard to toxicity, providing educational support to the patients and employees, maintaining drug inventory.

ORGANIZATIONAL RELATIONSHIPS

The incumbent in this position reports to the Nurse Administrator, who reports to the Department Administrator at SCI. This position will be controlled by University procedures, by general directives, and by policies of SCI and SIU Medicine.

DUTIES AND RESPONSIBILITIES

The following information is intended to be representative of the work performed by incumbent in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

Direct Patient Care 30%

Reviews written prescriptions for chemotherapy per NCCN regimen standards ensuring appropriateness for cancer diagnosis, evaluating accuracy, & adverse compounding interactions.

Provide daily oversight and support of the dispensing and preparation of all medication products.

Provide back-up sterile product preparation capabilities both hazardous and non-hazardous as needed.

Ensure that patient orders are accurately and completely entered into all medication dispensing systems at SCI.

Provide investigational drug coordination services and investigational drug availability for patients enrolled in studies at the SCI.

Performs patient education. Monitors patients for signs of toxicity in coordination with the clinical team. Collaborates with care team in documenting all patient information within the electronic health record (EHR).

Follows standard formulae to weigh, measure and/or mix or compound ingredients through such processes as filtering, distilling, emulsifying or titrating to prepare medications.

Performs all duties of a pharmacist.

Administrative Responsibilities

70%

Maintains inventory of pharmaceuticals and supplies and stores them under appropriate conditions of refrigeration, hazard management and security.

Maintain a training and competency program for infusion center staff in regards to preparing sterile products both hazardous and non-hazardous and clean room policies and procedures.

Performs staff education as needed including monthly lectures for the medical residents and students.

Supervises apprentice pharmacy techs, medical insurance specialist, and pharmacy assistants as required.

Coordinates pharmacy student rotations.

Interviews, selects and orients qualified pharmacy staff.

Establishes work schedules and assigns pharmacy staff to areas of responsibility.

Supervises work performance of pharmacy staff.

Manages pharmaceutical inventory and quality controls in keeping with USP 797 standards.

Initiates, develops and carries out rules and regulations pertaining to administrative and professional policies of the pharmacy.

Plans pharmacy purchasing activities to assure continuous supply of standard ingredients within manufacturers' expiration date limitations and department's standards.

Performs other duties as assigned.

SKILLS AND ABILITIES NEEDED FOR THIS POSITION

Sensitive to the needs of underrepresented minority populations.

Demonstrates, by actions, commitment to the mission and the behavioral standards of SIU School of Medicine. Provides excellent service to both internal and external customers through collaboration and partnership; compassion and respect; integrity and accountability; diversity and inclusion; as well as continuous learning and improvement.

Oncology related pharmacy experience, management of hazardous agents, & proficiency with investigational coordination preferred.

Maintains current pharmacist license with the State of Illinois.

CPR certified.

Ability to maintain professional continuing education and competency.

RESPONSIBILITY

Supervisory control - as stated in organizational relationships. Supervisory controls occur both written and orally from supervisor to ensure the proper and efficient operation of the clinic determines all priorities and deadlines.

Guidelines: The incumbent will have access to a manual of clinical procedures and a policy manual. Orientation will be given by clinic staff.

DIFFICULTY

Ability to adapt to various practice styles of physicians within the clinic and assist multiple patients, physicians and staff at a time, when necessary.

Capability to adjust schedule to accommodate emergencies or sudden changes and possess skills to interrupt one task, temporarily, to perform another.

Work longer than the assigned time or adjust hours to accommodate the Clinic's needs and the patient schedule. Will be required to work occasional holidays, extended hours, alternate shifts, & weekends.

Travels to satellite locations as assigned/needed.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

Participates in meetings, trainings and other environmental, health and safety activities as

required by SIU School of Medicine and Simmons Cancer Institute.

See attached form outlining the physical and environmental requirements of the position.

Incumbent

Date

Direct Supervisor

Date

Department Head/Chair

Date

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

SIU SCHOOL OF MEDICINE

Incumbent: _____ Classification: Pharmacy Supervisor

Position No. (If applicable): _____ Department: Cancer Institute Clinic-SMS

WORK ENVIRONMENT: (Check all applicable environments)

<input checked="" type="checkbox"/> Office	<input type="checkbox"/> Hospital
<input checked="" type="checkbox"/> Clinic	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Research Laboratory	<input type="checkbox"/> Outdoors
<input checked="" type="checkbox"/> Other (Be Specific): <u>Pharmacy</u>	

PHYSICAL DEMANDS:	Seldom	Occasionally	Frequently	Constantly	N/A
(Indicate frequency of activity during performance of position duties)	(Performed rarely less than 2% of the time)	(Performed less than 25% of the time)	(Performed 26% to 50% of the time)	(Performed 51% or most of the time)	

(Click on the Physical Demands Definitions button at the bottom of the form for a list of physical demands definitions)

Reading	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Writing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Speaking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Close visual acuity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Travel	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hearing - Conversation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Hearing - Other Sounds	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Stooping	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Squatting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gross hand manipulation	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Fine hand manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Working in dust, fumes, gases, or irritants	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working at heights	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working in extreme cold, heat and/or humidity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Working in close quarters	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Climbing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Operating motor vehicles	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Sitting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Standing	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walking	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working above shoulder level	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Twisting	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Kneeling	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pushing or pulling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Carrying	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lifting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other (Please list): _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

I affirm the environmental and physical demands listed on this form are an accurate reflection of the requirements of this position to the best of my knowledge and belief.

I have read, understand and am capable of meeting the physical and environmental demands of this position.

Mary Haley-Emery

Supervisor Signature

Date

Supervisor Name

Employee Signature

Date