

FUNCTIONAL DESCRIPTION VA-STEP STUDENT

1. PHARMACY VA-STEP STUDENT

2. GENERAL DESCRIPTION

Incumbent has responsibility to participate in the Inpatient and Outpatient Pharmacy Technician Program, the Clinical Pharmacist Practitioner Program within the assigned practice area and the Residency Program (accreditation, training with residents, interviewing Veterans for medication history and other learning programs). The candidate has full responsibility to participate in necessary services such as filling prescriptions, making IVs, patient counseling, administrative projects and joining Veteran visits with CPPs and discussions about patient care.

3. FUNCTIONS

A. CLINICAL PATIENT CARE SKILLS

1. The incumbent is expected to accomplish all duties related to stocking, delivering, inventory, inspections, assembling ward orders, prescription assembly, controlled substances distribution, sterile compounding (including hazardous drugs), unit-dose drug packaging, dispensing, distribution, and any other function related to pharmaceutical practices.
2. The incumbent performs all duties under the supervision of a pharmacist and is expected to acquire and maintain a high degree of accurate productivity and performance.
3. The incumbent works independently to accomplish work objectives and provide exceptional customer service to customers, relying on the guidance and professional support of the pharmacist.
4. The incumbent functions under supervision of a licensed pharmacist to perform assigned clinical and administrative duties according to well-established procedures in the Pharmacy Service.
5. The incumbent evaluates the drug literature by analysis of experimental design and methodology, in order to compare and contrast therapeutic regimens and roles for new drugs. Development of in-services to HC providers on medication use.
6. The incumbent may learn clinical roles such as interviewing patients for medication histories, therapeutic treatment plans, HIPPA policies, discussion of medications for treatment, treatment plans, and VA National Formulary and non-formulary requests.
7. The incumbent will learn about VA residencies and specialties and be encouraged to spend time with residents to determine an interest in VA residencies and specialties.

B. EDUCATION AND TRAINING FUNCTIONS

1. The incumbent delivers at least one in-service/presentation per year to the Pharmacy Service on a topic that is discussed with the program coordinator.
2. Collaborates with the clinical specialists in the provision of specialized training programs and assists in the development of innovative training concepts aimed at improving the knowledge and quality of pharmacy and other clinical service staff.
3. Documents medication teaching in CPRS and/or Cerner.

C. ADMINISTRATIVE FUNCTIONS

Actively participates in administrative activities as required by the VA-Step program coordinator and Pharmacy Administration. The site must set expectations as to days and times worked, timelines for projects or in-services, etc.

D. ADP SECURITY

In the performance of official duties, the student has regular access to printed and electronic files containing sensitive data which must be protected under the provisions of the Privacy Act of 1974 and other applicable laws, federal regulations and VA statutes and policy, and VHA policy. The student is responsible for (1) protecting that data from unauthorized release or from loss, alteration, or unauthorized deletion and (2) following applicable regulations and instructions regarding access to computerized files, release of access codes, etc. as set out in a computer access agreement which the employee signed.

E. CUSTOMER SATISFACTION

Performs all duties with the pharmacy's customers in mind. This will include exceeding the expectations of the patient, provider, other health care workers, as well as the pharmacy staff.

F. SAFETY

The student will work safely in performing all assigned tasks, being mindful to follow applicable safety rules and regulations. The student will also report all unsafe acts, conditions and personal injuries to the supervisor immediately. He/she will also attend safety training and continuing education as required. In addition, he/she will demonstrate knowledge of roles and responsibilities regarding Medical Center and Service safety management plans.

G. PATIENT CONFIDENTIALITY

The student will maintain strict patient confidentiality in performing all clinical and distributive functions, being careful not to discuss patient information outside of the pharmacy.

H. MEDICATION/PHARMACY SECURITY

The student will maintain strict security over all medications in the pharmacy, as well as in any medication storage areas within the hospital.

The student will maintain the security of the pharmacy, making sure that only pharmacy employees, volunteers, students, or engineering or IRM employees who are repairing pharmacy equipment, are allowed access.