

## ROTATION DESCRIPTION

**ROTATION TITLE:** Pharmacy Practice Management

### **SITE DESCRIPTION:**

The administrative offices and pharmacies of the MUSC Medical Center Department of Pharmacy Services are the primary learning site, although many learning experiences will take place throughout the medical center as the preceptor and resident conduct business and attend meetings and presentations. The resident will be provided with a desk, and access to a computer and telephone within the administrative office to assure that the resident can access resources and members of the management team during the rotation. The resident will tour the department and become familiar with the staff and the services offered.

### **ROTATION PRECEPTOR:**

- Paul W. Bush, Pharm.D., MBA, FASHP
- Matthew Maughan, Pharm.D.

### **DRESS:**

- Business attire

### **ROTATION RESPONSIBILITIES:**

- Exercise leadership in the health system and pharmacy department's process for preventing medication misadventures and for identifying, assessing, and managing those that occur
- Contribute to the achievement of pharmacy goals through effective participation in or leading committees and informal work groups
- Participate in clinical, humanistic and economic outcomes analysis
- Understand the process of managing the practice area's human resources
- Understand the steps that must be taken to ensure departmental compliance with accreditation, legal, regulatory and safety requirements (e.g., NCQA and JCAHO requirements; ASHP Standards, statements, and guidelines; state and federal laws regulating pharmacy practice; and OSHA regulations)
- Participate in the development and implementation of selected pharmacy departmental policies and procedures
- Contribute to the development of a new pharmacy service or to the enhancement of an existing service

### **ACTIVITIES:**

Expected hours

- 8:00 AM to 5:00 PM (may vary based on activities for the day)

Required meetings

- Administrative Division Coordinators (ADC) Meeting
- Clinical Education Meeting
- Departmental Staff Meeting
- Managers (PMT) Meeting
- Medication Safety Team (MST)
- Formulary Subcommittee
- Clinical Director Meeting

- Clinical Leadership Meeting
- Pharmacy and Therapeutics Committee
- Pharmacy Leadership Team

Other meetings may be included depending on activities for the month.

#### Required presentations

- At least one presentation at one of the meetings mentioned above

#### Required readings

- As assigned by the preceptor

#### Other required activities

- Prepare a written assessment of practice management experience, strengths, weaknesses and areas of interest, and provide a Curriculum Vitae, and schedule of non-rotation obligations at the beginning of the rotation.
- Maintain a log of meetings attended that will be provided to the preceptor at the end of the rotation (Word format).
- Utilize management information tools such as, the UHC Operational Data Base (Solucient Action-OI) and Clinical Data Base (CDB-Pharmacy) to resolve clinical practice and practice management questions.
- Prepare a formal proposal for clinical services to include an executive summary, description of organization, description of existing pharmacy services, organizational structure, proposed services including positions, budget, justification, job description for one position, recruitment plan, job posting, and policy and procedure for one service.

#### **METHOD OF EVALUATION:**

Residents will be evaluated based on the standards and learning objectives for an accredited residency in Pharmacy Practice Management. The Residency Learning System is utilized as outlined in the in the MUSC Residency Manual. The Residency Program Director will identify the specific goals and objectives on which the resident will be evaluated and provide the learning objectives and evaluation document to the preceptor and resident by the first day of the rotation. The preceptor and resident will develop an individualized plan and evaluation tool.

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