

	Pharmacy ADC Quality Coordinator	Date:
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Assignment Description

Title: Pharmacy Automated Dispensing Cabinet (ADC) Coordinator

Job Overview: The Pharmacy ADC Coordinator will monitor, optimize, and maintain departmental automated dispensing cabinet systems functionality to assure proper controlled substance use. This position will develop systems utilizing current ADC technology to optimize current automation capacity to ensure proper controlled substance management and control, detect unusual controlled substance activity at the level of the ADC, and maintain the correct controlled substance inventory. Principal responsibilities include, but are not limited to:

- Oversee ADC controlled substance inventory management processes and proper counts (including monthly inventory)
- Ensure the timely resolution of ADC controlled substance discrepancies as supported by departmental policy and procedure
- Review outliers in controlled substance transactions among ADC cabinet users and work with area user management when outliers are identified
- Provide audits for pharmacy personnel when conducting daily ADC transaction activities
- Provide audits for nursing medication administration, documentation, and waste
- Review security reports to ADC cabinets to identify unauthorized users
- Review compliance with inspections, expiration date checks, maintenance, and other ADC processes as directed
- Perform observational assessments of staff activities as directed
- Work with internal leaders to promote awareness of findings, deficiencies, areas of risk and make recommendations for process improvements
- Maintain knowledge and understanding of controlled substance law at the federal, state, and local level
- Conduct staff training as necessary

Reporting Relationships: This position will report to the Diversion Monitoring Project Manager.

Qualifications and Required Skills/Experience:

- Bachelor's degree in a related field
- Pharmacy Technician Certification Exam® credential offered by the Pharmacy Technician Certification Board (PTCB)
- Registration with the State Board of Pharmacy
- Working knowledge of controlled substance law
- Experience with pharmacy automation and automated dispensing cabinets

Preferred Skills/Experience:

- 3 years of hospital pharmacy experience
- Excellence in written and verbal communication skills
- Familiarity with Joint Commission Medication Management Standards

Physical Demands: Medium work; lifting 50lbs. maximum with frequent lifting and/or carrying objects weighing up to 25lbs

Instructions: Please provide a letter of intent, resume, and direct any questions to: