JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Poison Information Pharmacist Specialist

Job Code: 7027

Salary Grade: C11

FLSA Status: Exempt

Job Family: Health Services

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

Provides expertise in poison control by managing calls, conducting follow up, quality assurance, providing education assistance, performing data entry, and supervising personnel.

- Following approved management protocol, answers incoming calls on the Oklahoma Poison Control Center hotline regarding emergency trauma and services. Strives to prevent and manage toxic exposure. Documents calls.
- Responsible for obtaining the history of exposure, assessing the severity of toxicity through judgment and interpretation of toxicology. Obtains a history of the exposure including all aspects of patient condition and agent(s) involved. Obtains patients age, including infants, children, adolescents, adults and the elderly.
- Utilizes information resources to accurately assess each exposure case to include but not limited to computerized data bases, textbooks, and consultants. Provides initial crisis intervention to callers with other medical or drug problems or suicidal intentions. Refers to appropriate community agency.
- Assists with writing public educational materials, planning programs, and dissemination of poison prevention information.
- Assists with case reviews and quality assurance programs.
- Performs follow up on exposure cases and calls. Answers questions from the public and medical professionals.
- Communicates patient information and treatment recommendations to appropriate health care facilities/providers.
- Supervises non-licensed support staff.
- Performs various duties as needed to successfully fulfil the functions of the position.

Minimum Requirements

Education:

Required: Bachelor's Degree in Pharmacy or PharmD

Experience:

Required: No experience required.

Required Certifications or Licenses:

- Licensed Pharmacist by the Oklahoma State Board of Pharmacy or obtain licensure within 90 days of hire date.
- Oklahoma Preceptor's License by the Oklahoma State Board of Pharmacy or obtain within 12 months of hire date.

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Working knowledge of treatments for poison issues.
- Basic computer skills.
- Detail oriented for accuracy of data and information.
- Ability to communicate verbally and in writing.
- Ability to accurately read and understand written materials and instructions.
- Ability to build a rapport with students, faculty, and staff.
- Strong initiative to solve problems.
- Customer service.
- Ability to supervise, communicate directions, and expectations.

Working Conditions

Physical: Sitting for prolonged periods. Frequent phone use. Speaking and listening.

Environmental: Standard Office Environment. Exposure to computer monitor.

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