



POSITION NUMBER: 0632 UNIVERSITY OF SOUTH ALABAMA
HUMAN RESOURCES
ANNOUNCEMENT OF VACANT POSITION

TITLE: Word Processing Specialist

Shift: 8:00am-4:30pm

MINIMUM REQUIREMENTS: High school or equivalent; two years word processing experience, or completion of an approved course in word processing and one year related experience; and the ability to type 35 correct words per minute.

ESSENTIAL FUNCTIONS: Abides by and enforces all compliance requirements and policies and performs these responsibilities in an ethical manner consistent with the organization's values. Adhere to all hospital policies and procedures, including those pertaining to confidentiality. Adhere to current Infection Control and Safety Standards. Regular and prompt attendance and the ability to work the assigned schedule including overtime. Assist with the orientation of new employees. Maintain professional appearance, demeanor, attitudes and communication level. Develop relational database using MS Access and Excel to track clinical data. Interpret clinical data to prepare technical reports for trending medication use, costs, adverse events, and medication errors. Prepare graphic displays of database records for presentation to physicians, committees, and administrative staff. Coordinate clinical data collection, including developing data collection tools and methods. Maintains shared network-computer files of clinical pharmacists and retrieves necessary information for tabulation of clinical data. Develops relational databases to analyze cost saving outcomes from Managed Care initiatives. Develops and maintains databases and spreadsheet to comply with federal laws related to 340B drug purchase program. Creates and manages MSWord documents and PowerPoint presentations. Compose letters and memos, to physicians, pharmacists, and business associates. Formats and edits P&T Newsletter to physicians, department Newsletter for Pharmacy staff, and Nursing Newsletters. Prepare agenda, minutes, action items, and follow up for P&T Committee, Medication Process Review Committee and Pharmacy Department meetings. Prepares and reviews 80/20 reports and contract purchase reports to ensure review of cost effective purchase practices. Develops application for and maintains activity of professional educational programs for pharmacist and tech. Schedule Pharmacy School Student rotations. Assist in preparation and distribution of staffing schedule. Schedules/verifies appointment and maintains hospital security of Pharmaceutical vendors. Require minimal supervision to safely perform essential functions. Make appointments, sets up meeting, interviews and evaluations and maintains departmental, director and clinical pharmacist's calendars. Prepares memorandums, letters, announcements, job descriptions, department reports, policy & procedures and other documents using a personal computer and word processing software. Prepares educational material as requested. Types requests for limited purchase order and requisitions for new equipment and supplies, routes appropriately, researches prices. Creates Bid requests as required. Prepares and reconciles travel documents by preparing necessary paper work, registrations, making reservations confirmations, and reimbursements. Files and maintains records/correspondence. Maintains and updates all relevant manuals, i.e., policy and procedures, roster manuals, drugs information resources. Maintains personnel files for all employees including continuing education and in-service education. Orders and maintains adequate office supplies. Routes incoming mail, distributes correspondence and other materials to department staff and supervisor. Verifies employee time-sheets on a weekly basis, enters and tracks vacation, sick leave, holidays, missed swipes and makes entries into the electronic timekeeping systems. Other duties as assigned.

Human Resources
University of South Alabama Medical Center
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LOCATION: Pharmacy
USA Medical Center
OPEN AS OF: April 11, 2008

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AN EQUAL OPPORTUNITY / EQUAL ACCESS EMPLOYER