

Title: Clinical Informatics Pharmacist Career Ladder Toolkit

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I. Intent and Description of Clinical Informatics Pharmacist Career Ladder

- a. The System Pharmacy Department encourages and supports the professional growth of pharmacists through a structured career ladder. The career ladder is designed to provide a framework for pharmacists to grow and develop as pharmacy team members. In turn, it recognizes and rewards the team members' expanded contributions to direct patient care as well as other department activities.
- b. The Pharmacist Career Ladder is designed for those in the Clinical Informatics I and II roles.

II. Promotion Process Overview

- a. Pharmacists desiring promotion should review eligibility and discuss with their leader prior to applying.
- b. Pharmacists working towards promotion in the career ladder should compile evidence of consistency with meeting the criteria.
- c. The pharmacist's leader must submit the pharmacist's complete application to the promotion committee along with the letters of recommendation.
- d. Candidates must submit the promotion application found within this toolkit prior to the deadline.

III. Promotion Committee

- a. A system committee of Managers, Directors, and Vice Presidents will serve to review promotion applications against system standards and award promotion based on group consensus.
- b. The promotion chair will summarize all the decisions and inform the candidates leader along with next steps.

IV. Promotion Timeline

- a. The promotion review is performed annually. Complete application packets are due to the promotion committee in February to allow the review to be performed in March. Specific deadlines will be communicated each promotion cycle.
- b. Pharmacists are encouraged to meet with their leaders far enough in advance to determine if eligible and to allow time for the material to be completed.
- c. Promotions are effective in April each cycle.

V. Career Ladder Requirements

- a. The minimum experience, education, and certification are summarized below and in the Job Descriptions
- b. Applicants must meet time requirements by **January 31st** of each year

	Clinical Informatics Pharmacist II
Minimum Work Experience	Pharmacy Informatics role for at least 5 years, or 3 years post PGY2 residency

VI. Promotion Application

Team Member Name _____ Current Title _____

Date of Submission _____ Date of Hire or Last Promotion _____

Promotion Desired

- Clinical Informatics Pharmacist II

It is encouraged to submit the information required below in a separate document written as a narrative. Final document should make it clear to promotion committee that candidate has been consistently performing at the promoted pharmacist role. Application packet must also include applicant's most updated CV.

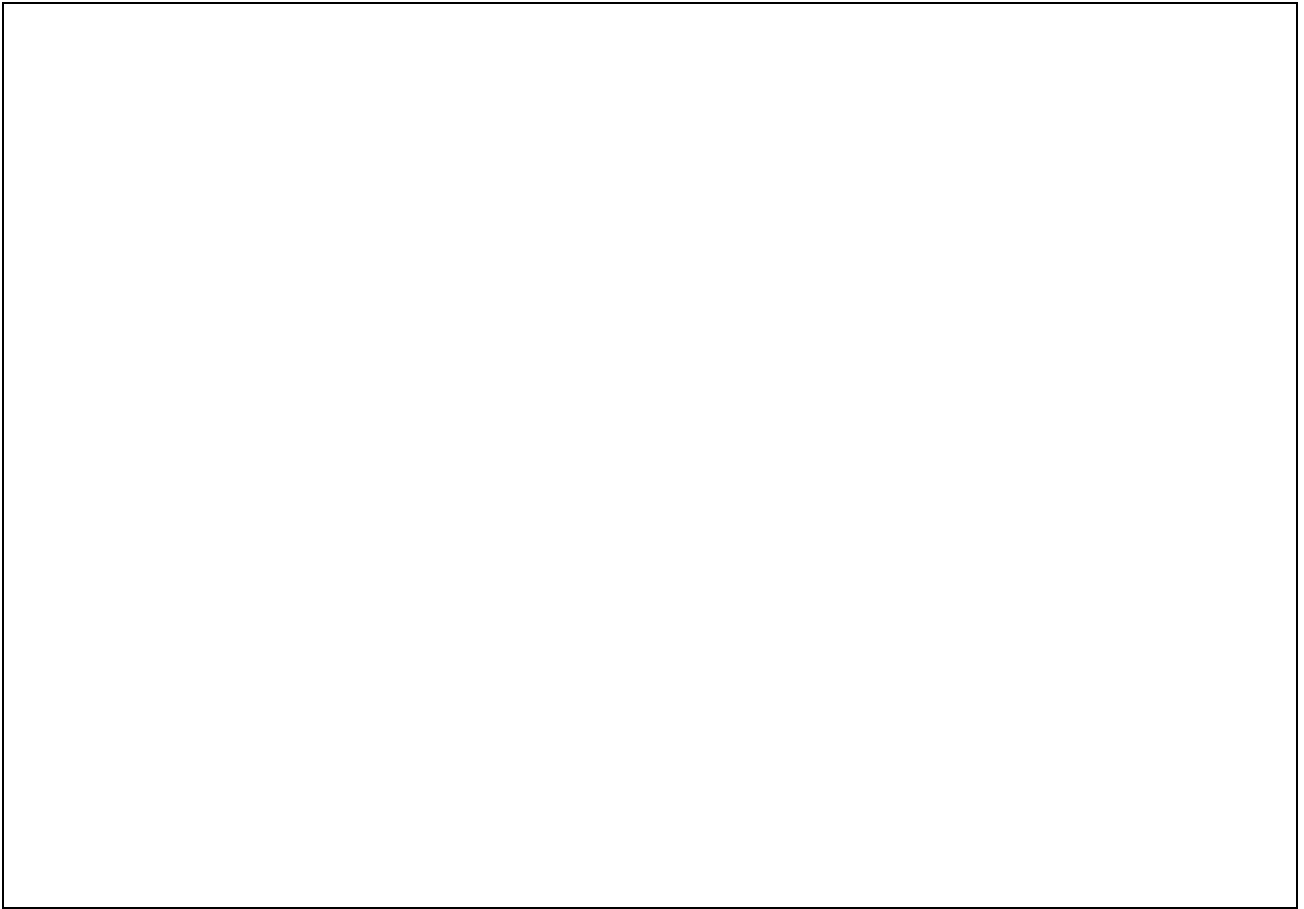
This completed application must be submitted first to candidate's leader. The candidate's leader AND Second Director (or above) must include a letter of recommendation prior to submitting to the Promotion Committee Chair.

Certifications

<i>Date</i>	<i>Description</i>

• Department contribution:

- Active appointment to department and/or system council, governance, and/or committee
- Has a sustained record of independently handling successful complex change(s)
- Contributes to the goals set by the system and/or department
- Considered a trusted source of information and solutions related to the best use of medication use systems
- Proactively identifies continuous improvement opportunities and solutions to address them



- **Team contribution:**

- Demonstrates organizational role model behaviors
- Demonstrates leadership in developing team engagement activities and process improvements
- Serves as a subject matter expert and resource to others on the team

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- **Professional advancement:**

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| <ul style="list-style-type: none">• Active participation in professional organizations (e.g. ASHP advisory groups, elected positions, PSW, HIMSS, etc), publications, and/or professional presentations• Professional board certifications or equivalency in informatics/project mgmt./etc• Additional degrees related to IT, or graduate degrees related to healthcare, IT, and/or leadership (e.g. MBA)• Development of journal clubs, continuation education, and/or other professional content |
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- **Teaching:**

- Active precepting student or resident year long primary, rotation, or year long project
- Lecturing/teaching at academic institutions related to pharmacy informatics
- Provides mentorship to individuals looking to advance into informatics