

JOB DESCRIPTION

Job Title: Director, Pharmacy
Business and Finance

Job Code:

Grade:

Department Name: Pharmacy

FLSA Status: Exempt

Position Reports To: Chief Pharmacy Officer

Date Description Created/Revised: May 2016

HR Reviewer:

Department Reviewer:

GENERAL SUMMARY/ OVERVIEW STATEMENT: Summarize the nature and level of work performed. Please note that this section should be written in a paragraph format and provide a broad description of the role and its purpose as well as the reporting structure.

Receiving general direction from the Chief Pharmacy Officer, the incumbent is responsible for setting direction and coordinating the business and finance activities of the Department of Pharmacy. Drawing on a broad understanding of Hospital practices and policies, and displaying a high degree of initiative and independent judgment, the incumbent will collaborate closely with departmental and organizational leadership to continually assess and direct a wide range of issues, including operational, personnel, budgetary, facilities and systems issues, programmatic development, long-range planning and project development. The incumbent will work with clinical and non-clinical staff members to optimize operational and cost efficiencies wherever possible. Possesses a thorough knowledge of the regulatory environment as it relates to health care reimbursement and compliance, and contract management. Requires discretion and judgment to organize priorities, complete tasks and handle confidential information.

PRINCIPAL DUTIES AND RESPONSIBILITIES: In order of importance, list essential areas of responsibility, major job duties, special projects and key objectives for this position. These items should be evaluated throughout the year and included in the written annual evaluation. This section should be completed as a bulleted list and explain how the role is performed.

Budget:

- Prepares annual operating and pharmaceutical budgets
- Forecasts drug expense for purposes of revenue and expense budget planning
- Analyzes, monitors and reports on financial performance both internal to the department and within the organization
- Manages pharmacy cost centers; staying on target with budgetary goals
- Prepares monthly audits and summaries of budget variances
- Oversees the finance management policies and procedures
- Work with other hospital departments (ie anesthesia), and interdepartmental ambulatory clinics on annual budgeting
- Responsible for leading department planning, submission, and implementation of capitol request process

Analytics

- Works with analysts on both operational, financial, and drug utilization analytics data and

- dashboards that support the pharmacy leadership team, department, and organization
- Reports out regularly to both internal and external customers as needed

Drug and Vendor Contracting

- Negotiates contracts as needed either independently or with the pharmacy division leader
- Works with the Materials Management Contracts, Office of General Counsel, Finance, and outside agencies to ensure that contracts are appropriate
- Oversees pharmaceutical drug manufacture rebate assessment and processing

Supply chain, auditing, charges, revenue, and accounting

- Directly oversees the acute care, outpatient and ambulatory care inventory, charges, and revenue.
- Ensures the integrity, efficiency and effectiveness of the revenue cycle
- Directs activities of pharmacy personnel involved in purchasing, receiving, and billing
- Ensures full compliance with state, federal and TJC regulatory requirements
- Oversees inventory management policies and procedures
- Oversees the general management of the inventory, including but not limited to:
 - Procurement of product from hospital approved vendors
 - Accurate receipt of product into the pharmacy computer systems and appropriate assignment to cost centers
 - Provider oversight of compliance to accepted standards of receipt and accounting for products
 - Management of the receipt ensures that the correct pricing is in the system
 - Provide monitoring and tracking of appropriate drug cost rates and subsequent charges
 - Performs trend analysis and other pharmacoeconomic reviews
 - Conducts annual and periodic inventories
 - Acts as liaison with other departments, other institutions, and organizations regarding financial and pharmacoeconomic issues

General Administrative Duties:

- Leads on special projects for the Chief Pharmacy Officer as required
- Budgetary oversight of personnel
- Recruiting, interviewing, hiring, corrective action, payroll, performance evaluations, equity reviews
- Provides support for business plans financial modeling projects
- Works with departmental staff and the Planning Office in support of our ongoing space needs and construction projects.
- Mentors own staff and other departmental staff on projects to assist with their professional growth and development

Other

- Participates in the Chief Pharmacy Officers subcommittee and system-wide pharmacy initiatives
- Serves as the liaison to the pharmacy for items relating to pharmaceutical business and finance
- Expert knowledge of a variety of operational, finance, and HR systems including Vision, Hyperion, Peoplesoft, Kronos, Microsoft Access and Excel

SKILLS & COMPETENCIES REQUIRED: This section should be a bulleted list of minimum requirements explaining the skills (what the individual is trained for) and competencies (measurable as defined by the job) necessary to perform the job.

Time Management:

- Exceptional organizational skills and ability to organize time and priorities effectively, asking for direction when appropriate.
- Flexibility to handle multiple tasks and deadline pressures.

Personnel Management:

- Ability to skillfully handle issues of sensitive nature with respect to confidentiality, abiding by institutional guidelines.
- Ability to recruit, train and supervise staff and to ensure that performance evaluations, payroll, employee changes and other HR transactions are completed in an accurate and timely manner.
- Ability to provide support, direction and development to staff.

Leadership:

- Ability to identify issues/projects and initiate plans to address.
- Demonstrates forthrightness and integrity.
- Ability to develop a common vision for diverse constituents, communicates effectively, sell ideas, and take ownership and responsibility for activities.

Discretion and Confidentiality:

- Ability to handle sensitive and confidential matters discreetly and to ensure confidentiality guidelines are maintained by staff.

Analytical Skills:

- Ability to conceptualize and conduct complex analysis (financial and operational).

Critical Thinking/Decision Making:

- Ability to appropriately evaluate all aspects of a situation and to independently make appropriate and timely decisions.

Interpersonal/communication:

- Excellent interpersonal/communications skills and a good command of English language, including medical and scientific terminology.

Information Systems/Technology Skills:

- Exceptional computer skills (including operating systems, word processing, electronic mail, Internet, spreadsheets, and other office management systems).

Project Management:

- Ability to initiate a project, set timelines, determines scope, design and plan, monitor and track progress, implement, and evaluate.

Safety/Compliance:

- Knowledge in all aspects of safety and ability to ensure a safe environment for patients and staff.
- Is knowledgeable and compliant in all hospital, State, and Federal regulatory requirements, including hospital policy and procedures (where applicable to the performance of the job), TJC, HIPAA, OSHA, etc.

Fiscal Responsibility:

- Effective financial and analytical skills, including ability to develop and monitor budgets.
- Ability to ensure timely submission and review of budgets and performance evaluations.

Professional knowledge:

- Sufficient knowledge to improve, enhance, or upgrade complex financial, operational and technical systems.

Quality Assurance:

- Ability to effectively manage day-to-day operations, establish and maintain policies and procedures, monitor service statistics, manage patient flow, coordinate space and infrastructure

- issues, and ensure effective coordination of training programs.
- Ability to engender these skills among staff.

LICENSES, CERTIFICATIONS, and/or REGISTRATIONS: Specify minimum credentials and clearly indicate if required or preferred.

Not Applicable

EDUCATION: Check boxes that best describe the minimum and preferred education requirements.

Minimum Required:

- High school diploma, GED or equivalent
- Certificate : Please specify
- Some college or Associate’s Degree
- Bachelor’s Degree
- Master’s Degree
- Doctoral Degree
- None required

Preferred:

- High school diploma, GED or equivalent
- Certificate : Please specify
- Some college or Associate’s Degree
- Bachelor’s Degree
- Master’s Degree
- Doctoral Degree

Master’s Degree (MBA, MHA, or equivalent), with 5 years of relevant business and/or healthcare finance experience (including supervisory experience).

EXPERIENCE: Indicate the required and preferred (optional) amount and type of experience.

Required: 5 years of relevant business and/or healthcare finance experience (including supervisory experience)

SUPERVISORY RESPONSIBILITY (authority to hire, promote, or terminate): Indicate supervisory “scope” and list the number of employees supervised.

Direct: Directly supervises a finance manager, pharmacy analysts, and supply chain manager

Indirect: 2 financial analysts, pharmacy buyers and receivers

FISCAL RESPONSIBILITY: Indicate financial “scope” information, e.g. size of budget, volume, revenue, etc.

Responsible for projections, planning, monitoring, reporting, and accountable for the pharmacy operating and drug budgets totaling ~\$300 million. Also, responsible for the ongoing collating, analyzing, and presenting sensitive fiscal information and participating in various aspects of fiscal management. Responsible for strong fiscal management of department resources (e.g. productivity, employee overtime, supplies, etc.) as well as drug and vendor contracting.

WORKING CONDITIONS: Describe the conditions in which the work is performed. Use this section to detail any physical requirements for the position (lifting, carrying, etc). Use this section to also detail

any environmental conditions associated with the position (outdoor weather requirements, hazardous materials, etc).

Office located in the Pharmacy Administrative Offices. May be required to attend meetings outside of regularly scheduled hours and is available by cell phone outside of normal business hours. May be required to report to the hospital outside of normal business hours to assist with events that require emergency management

The information contained in this document is intended to describe the general contents and requirements of work being performed by people assigned to this classification. It is not intended to be construed as an exhaustive statement of all duties, responsibilities or skills of individuals so classified.

Job Posting (optional): Use this section to indicate preferred text when posting this job on the careers page. This section should not be a copy of all that is written above but rather a condensed version highlighting the important points.