



Job Description

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|--|--|-----------------------------|----------------------|---------------------|------------------------------------|----------|
| Job Title: | Pharmacy Business Coordinator | | Job Function: | Q Coord/Supv ▼ | Job Code: | |
| Family: | 165 Dept Business Office ▼ | Level of Management: | Functional Manager ▼ | | | |
| Department: | Pharmacy | | Location: | | | |
| Reports To: (title) | Director of Pharmacy/Home Infusion | | FLSA Status: | Non-Exempt ▼ | Date Last Revised/Reviewed: | 03/10/17 |
| Scope of Responsibility: | | | | | | |
| Number of Direct Reports: | | EEO-1 CAT | | EEO-4 CAT | | |
| APPROVAL | | | | | | |
| | MANAGEMENT | | | COMPENSATION | | |
| Name: | | | | | | |
| Title: | Director of Pharmacy/Home Infusion | | | | | |
| Date: | 03/10/17 | | | | | |
| JOB SUMMARY (2-4 sentences) | | | | | | |
| <p>Responsible to provide day to day financial leadership, business analysis and direction for all pharmacies, including inpatient, outpatient, and home infusion. Assists the Director of Pharmacy with strategic financial planning, fiscal control, managing revenue and costs, and the improvement of financial processes.</p> | | | | | | |
| <p>Mission/Core Values: It is expected that all of the duties and responsibilities of this position will be performed in a manner consistent with the Standards of Behavior (CARE; Compassion: seeks to understand, listen and explain; Advocate: is the voice for the vulnerable; Respect: demonstrates the highest regard for and welcomes all people; Excellence: commits to the highest standard of quality care, joyful service, and teamwork) and in a manner that reflects the core values of the health-system which are: Excellence, Human Dignity, Justice, Compassion, Sacredness of Life and Service. All supervisors and above are expected to model the organizational mission and values through their daily actions, decision making and priority setting. All supervisors and above are expected to develop, implement and monitor short and long range plans to meet or surpass standards consistent with the overall strategic plan.</p> | | | | | | |
| ESSENTIAL FUNCTIONS (7-10 statements) | | | | | | |
| % Time | | | | | | |
| 35% | Responsible for all inventory management, supply, and equipment acquisition and repair, and vendor relations | | | | | |
| 15% | Responsible for leading the preparation and on-going analysis of annual operating and capital budgets to meet financial targets and operational goals. | | | | | |
| 10% | Monitors business trends and performs analyses of existing operations and potential new business opportunities of pharmacy services | | | | | |
| 10% | Analyze contracts to maximize cost savings and/or identifying areas that could be standardized to take advantage of potential cost savings | | | | | |

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|-------------|--|
| 10% | Provides data collection support for quality improvement initiatives and financial projects as assigned |
| 10% | Creates and maintains monthly operational and financial reports for the department |
| 5% | Reviews and investigates all aspects of the revenue cycle of the pharmacy to maximize charge capture and ensure appropriate reimbursement for services |
| 5% | Performs other duties as assigned to meet the needs of the organization |
| | |
| | |
| 100% | Must Equal 100%. |

The above is intended to describe the general content and functions of this job. It is not to be construed as an exhaustive list of all duties or responsibilities. Employees may be required to perform other job related duties as required by their supervisor, subject to reasonable accommodation. The job description is subject to continual revisions as needed for patient care. Due to the services and care provided by this institution, personnel may be requested to serve in related capacities as determined by their qualifications in a different unit, department, and campus, in an effort to not disrupt patient care and continue to provide a safe environment to our patients. All employees are expected to follow the health-system policies and procedures, maintain high standards of safe work performance, and maintain good attendance and punctuality.

MINIMUM EDUCATION

Required Minimum Education: 4 year/Bachelors Degree ▼ **Specialty/Major:** Bachelor's degree in pharmaceutical business or business degree

Preferred Education: Graduate Degree (Masters) ▼ **Specialty/Major:** Business Administration

Combination of post-secondary education and experience will be considered in lieu of degree.

LICENSURE/CERTIFICATIONS (must be non-expired/active unless otherwise stated):

Required: None required

Preferred:

MINIMUM QUALIFICATIONS

Minimum Years and Type of Experience: Three (3) years experience in business operations and financial process improvement. Prior healthcare experience preferred.

Other Knowledge, Skills and Abilities Required: Communication/Interpersonal Skills: Ability to read, analyze, and interpret the most complex documents. Ability to effectively interact with management, external organizations, and/or boards of directors regarding pharmacy business/finances.

Other Knowledge, Skills and Abilities Preferred: Additional skill in budgeting and fiscal controls; inventory management; focus on the financial process improvement and optimizing operations; investigating the revenue cycle of pharmacy to maximize the revenue stream; time management, organization.

This position requires the incumbent to demonstrate proficiency in clinical skills for patients in the following age categories (check all that differ from main job description):

| | | |
|---|--|--|
| <input type="checkbox"/> Neonate - 0-4 weeks | <input type="checkbox"/> Infant, 1-12 months | <input type="checkbox"/> Child, 1-12 years |
| <input type="checkbox"/> Adolescent, 13-17 years | <input type="checkbox"/> Adult, 18-64 years | <input type="checkbox"/> Geriatric, 65 years and older |
| <input checked="" type="checkbox"/> Not applicable to this position | | |

PHYSICAL REQUIREMENTS (select all that apply)

| | |
|--|---|
| <input checked="" type="checkbox"/> Performs repetitive tasks/motions | <input checked="" type="checkbox"/> Have clarity of vision: Near (< 20") |
| <input checked="" type="checkbox"/> Hears alarm bells, telephone, and other sounds | <input checked="" type="checkbox"/> Have clarity of vision: Mid (> 20" – 20') |
| <input checked="" type="checkbox"/> Hears normal conversation | <input checked="" type="checkbox"/> Have clarity of vision: Far (> 20') |

Have good manual dexterity

Distinguish colors

Have good eye-hand-foot coordination

PHYSICAL DEMANDS

Please indicate the activity's level of frequency that applies to this position using the following frequency scale:

1 = Not at all within shift (0%),
3 = Frequently within shift (34-66%),

2 = Occasionally within shift (1-33%),
4 = Continuously within shift (67-100%);

| ACTIVITY | 1 | 2 | 3 | 4 | ACTIVITY | 1 | 2 | 3 | 4 | ACTIVITY | 1 | 2 | 3 | 4 |
|---------------------------------|-----------------------|----------------------------------|----------------------------------|-----------------------|----------------------------------|-----------------------|----------------------------------|-----------------------|-----------------------|----------------------------------|----------------------------------|----------------------------------|-----------------------|-----------------------|
| Standing | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Climbing | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Crouching/ Squatting | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Walking | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Bending | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Crawling | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Sitting | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | Twist at waist | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Kneeling | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Balancing | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Push/Pull with force < 50 lbs | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Push/Pull with force > 50 lbs | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Reaching above head | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Reaching above shoulder | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Lift/Carry to 50 lbs Up | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Lift/Carry >50 lbs < 100 lbs | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Lift from floor level up | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Lift from waist level up | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Lift above shoulder | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Lift above head | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | Driving | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

MENTAL REQUIREMENTS (select all that apply)

- Reads and interprets written/oral instructions.
- Sets and meets deadlines, prioritizes work and works independently.
- Identifies and understands issues and problems.
- Examines data and draws logical conclusions demonstrating the ability to apply high levels of critical thinking and understanding.
- Expresses or exchanges ideas by means of oral or written communications.
- Makes decisions which have significant impact on the immediate work unit and monitor impact outside immediate work unit.
- Organize thoughts and ideas into understandable terminology.
- Must be flexible and able to adapt to change.
- Other:

WORKING CONDITIONS (select all that apply)

- Periods of high stress and fluctuating workloads may occur.
- General office environment: works generally at a desk in a well-lighted, air conditioned office area, with moderate noise levels.
- May be exposed to physical altercations and verbal abuse.
- May be required to use physical restraints.
- May be exposed to adverse weather conditions: cold, hot, dust, wind, etc.

- Required to car travel to off-site locations, occasionally in adverse weather conditions.
- Long-distance or air travel as needed – not to exceed 10% travel.
- May be exposed to high noise levels and bright lights.
- May be exposed to limited hazardous substances or body fluids.
- Potential exposure to infectious organisms.
- May be constantly interrupted; requiring changing from one task to another of different nature without loss of efficiency or composure.
- May have periods of constant interruptions.
- Prolonged periods of working alone may occur.
- Other:

Signature:

Date: