



Job Code: 1876
Grade: 24
HCWR: N

Job Title
Assistant Director of Pharmacy
(Purchasing/Inventory/Billing/Budget)

Department
Pharmacy

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under the general guidance of the Cook County Health (CCH) Senior Director of Pharmacy Services, the Assistant Director of Pharmacy Purchasing and Billing shall oversee the purchasing of pharmaceuticals and pharmacy supplies for the CCH pharmacies.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



Typical Duties

- Maintain the purchasing compliance related to the federal 340B purchase program
- Work with the Health System's Group Purchasing Organization
- Work with drug suppliers for best pricing and most efficient delivery of product
- Maintain pharmacy billing databases for both inpatient and outpatient drug NOC numbers and drug prices
- Supervises the day-to-day operations of pharmacy purchasing and pharmacy billing activities across CCH
- Assists in organizing and planning of CCH' pharmaceutical purchasing and billing activities . Assist in CCH pharmacy budget preparation
- Coordinated records and statistics concerning purchasing and billing
- Assist with the selection and onboarding of new employees
- Participates on CCH committees as assigned
- CCH Drug and Formulary
- Assist with the development, implementation and review of CCH pharmacy quality control programs
- Represents CCH at local, state, and national professional society meetings
- Maintain CCH pharmacies compliance with local, state, JCAHO and Federal purchasing and billing regulation and guidelines
- Assist in formulary evaluation/revision
- Coordinates drug distribution from pharmacy storerooms to hospital drug storage areas, ambulatory clinics, and public health
- Assists in the coordination of drug cabinet maintenance and restocking

Minimum Qualifications

- Must be registered as a licensed pharmacist, in good standing, by the State of Illinois Department of Professional Regulation
- Bachelor of Science degree in Pharmacy from a college of pharmacy accredited by the ACPE
- At least five (5) years of full-time work experience in pharmacy purchasing
- At least five (5) years of full-time work experience in pharmacy management
- Experience in 340B or other government funded programs
- RFP, contract negotiation and contract terms experience
- Experience with inventory processes and purchasing systems required (ESI, Lawson etc.)

Preferred Qualifications

- Master of Business Administration from an accredited college or university
- Project management experience

Knowledge, Skills, Abilities and Other Characteristics

- Thorough knowledge of health system and pharmacy policies, procedures, and techniques
- Knowledge of federal and State laws and regulations relating to relevant pharmacy practice, pharmaceutical entities and their generic and trade names; manufacturing standards and inventory control.
- Membership and participation in local, state, and national pharmacy associations is



Knowledge, Skills, Abilities and Other Characteristics

desirable.

- Ability to effectively supervise and communicate with supportive and professional personnel.
- Ability to interpret and prepare statistical reports, organize the workflow to achieve maximum efficiency and deal with pharmaceutical companies and their representatives.
- Skill in the use of a computer.
- Must be able to read/write English.
- Must be able to tolerate prolonged walking/standing.
- Must be able to work closely with others.
- Must be able to supervise others.
- Must be able to work independently.
- Must be able to tolerate protracted or irregular hours.
- Must be able to work under high tension and pressure.
- Must be able to travel between CCHHS facilities.
- All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.