



Job Code: 5619
Grade: 24
HCWR: N

Job Title

System Assistant Director of Pharmacy,
Purchasing/Inventory/Billing/Budget

Department

Pharmacy Services

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

Job Summary

The System Assistant Director of Pharmacy Purchasing/Inventory/Billing/Budget oversees the purchasing of pharmaceuticals and pharmacy supplies for the CCH pharmacies, under direction of the Senior Director of Pharmacy.

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

- Management
- Oversees the day-to-day operations of pharmacy purchasing and pharmacy billing activities across Cook County Health
- Maintains CCH pharmacies compliance with local, state, JCAHO and Federal purchasing and billing regulation and guidelines
- Maintains the purchasing compliance related to the federal 340B purchase program . Works with the Health System's Group Purchasing Organization
- Works with drug suppliers on best pricing and most efficient delivery of product
- Maintains pharmacy billing databases for both inpatient and outpatient drug NDC numbers and drug prices
- Assists in organizing and planning of CCH' pharmaceutical purchasing and billing activities
- Assists in CCH pharmacy budget preparation
- Coordinates records and statistics concerning purchasing and billing
- Provides trending reports and data concerning purchasing and billing
- Personnel
- Assists with the selection and onboarding of new employees
- Communicates
- Participates on CCH committees as assigned, i.e., CCH Drug and Formulary
- Represents CCH at local, state, and national professional society meetings
- Quality Management
- Assists with the development, implementation, and review of CCH pharmacy quality control programs
- Inventory Control Services
- Assists in formulary evaluation/revision
- Attends Health System Pharmacy & Therapeutic Committee meetings
- 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

- Registered as a Licensed Pharmacist, in good standing, by the State of Illinois, Department of Professional Regulation
- Bachelor of Science degree in Pharmacy from an accredited 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
- Experience with request for proposals (RFP), contract negotiations and contract terms experience
- Experience with inventory processes and purchasing systems

Preferred Qualifications

- MBA degree from an accredited college or university
- Project management experience



Preferred Qualifications

- Membership and participation in local, state, and national pharmacy associations is desirable

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
- Skill in the use of a computer
- 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
- 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 CCH facilities
- All employees are responsible for protecting all patient health information (oral or recorded in any form) that is obtained, handled, learned, heard, or viewed in the course of work or association with Cook County Health and Hospitals System.
- 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.