



Job Code: 5620
Grade: 24
HCWR: N

Job Title

System Assistant Director of Pharmacy, Information
Technology/Robotics

Department

Pharmacy Services

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

Job Summary

The System Assistant Director of Pharmacy Information Technology/Robotics provides system-wide professional, technical, and administrative direction and support relating to the design, procurement, management, training, assessment and monitoring of technology, information systems, equipment, and databases in the Department of Pharmacy, under the direction of the Senior Director of Pharmacy Services.

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



General Administrative Responsibilities

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
- Evaluates system operations and develops safe and effective use of automation and technology services.
- Maintains the department's technology services in accordance with all accepted ethical and professional practices and legal requirements.
- Ensures that the department's technology services conform to accrediting body standards. - Consults with health system administration and community groups concerning the adequacy and quality of pharmacy services provided.
- Prepares and implements relevant departmental policies and procedures.
- Prepares contracts and other fiscal impact documents relating to technology services in the department.
- Contributes to budget preparation for the department.
- Oversees all automation utilization in department.
- Personnel
- Verifies that proper orientation and training have been provided to new employees.
- Develops training programs for new automation processes and ensures that training is conducted to provide safe and effective use of automation and technology services.
- Enforces requirements relating to use of technology services.
- Trains pharmacy staff and other end users and super users such as medical and pharmacy residents, nurses, physicians and students in the use of technology systems.
- Communicates issues or concerns regarding use of technology to appropriate management team members for follow up.
- Conducts staffing and administrative meetings as necessary.
- Committees
- Serves as pharmacy representative and liaison in committees and work groups relating to technology services.
- Presents concerns and suggestions for improvement to committees and/or committee leaders as appropriate.
- Represents the Pharmacy Department at local, state and national professional society meetings as appropriate.
- Quality Management
- Develops and evaluates all quality improvement functions relating to the use of technology



Typical Duties

services.

- Participates in inter-disciplinary quality control programs relating to the use of technology services.
- Prepares and delivers regularly scheduled quality reports as necessary.
- Evaluates and acts upon patient occurrence reports relating to technology services.
- Assesses need for further training and other mitigation strategies based on quality data that is collected and evaluated on a regular basis.
- Environment
- Prepares, evaluates, and enforces departmental safety rules.
- Participates in safety education and training.
- Maintains the department and services in accordance with infection control guidelines.
- Prepares and evaluates the department disaster plan

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 three (3) years of full-time work experience in pharmacy management

Preferred Qualifications

- A Doctor of Pharmacy (PharmD)
- Additional certification and/or training in pharmacy automation or pharmacy technology services
- Completion of an ASHP approved hospital residency
- 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, federal and State laws and regulations relating to relevant pharmacy practice, pharmaceutical entities and their generic and scientific names, clinical pharmacy applications, research techniques, teaching programs, drug information programs, unit dose and I.V. programs, inventory control, purchasing, management, automation, and data processing systems as applicable
- Skill in the use of a Microsoft Office products, relevant repackaging equipment, and data processing hardware
- Ability to communicate effectively with a wide variety of groups and individuals, plan and implement policies and procedures, prepare and present teaching, training and research programs, deal with long term care patients, interpret and prepare statistical reports, and supervise a large professional and supportive staff
- Ability to evaluate drug doses for patients age, weight, and renal functions
- Must be able to tolerate prolonged walking/standing
- Must be able to work closely with others



Knowledge, Skills, Abilities and Other Characteristics

- 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.