



**Job Code:** 8033

**Grade:** 24

**HCWR:** Exempt

**Job Title**

Senior Director of Pharmacy Services

**Department**

Pharmacy

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

**Job Summary**

The Senior Director of Pharmacy is responsible for developing and overseeing the implementation of system- wide strategies and policies for the Cook County Health & Hospitals System (CCHHS) pharmacies in a manner that ensures all pharmacy related services are provided in a safe and efficient manner. The CCHHS Senior Director of Pharmacy is responsible for the overall management of the CCHHS Pharmacies and over 300 unionized and non-unionized pharmacy personnel. This includes 11 pharmacies (9 outpatient and 2 inpatient) located on Stroger, Provident, Cermak Health Services, and Oak Forest Health Center campuses. This includes a mail order pharmacy on the Oak Forest campus and a jail pharmacy on the Cermak campus. The outpatient pharmacies generate over 200,000 prescriptions monthly. The inpatient pharmacies process approximately 300,000 doses monthly. The health system spends approximately \$60 million annually on drug products. CCHHS Pharmacy also has a very active clinical pharmacy and residency program with clinical pharmacists serving in such areas as: Emergency, Trauma, Pediatrics, Intensive Care, Oncology, Diabetes, Surgery, General Medicine, and Anticoagulation. The CCHHS Senior Director of Pharmacy will be responsible for enhancing the communication and cooperation amongst CCHHS pharmacies. In addition, the Senior Director work towards improving and standardizing policies, procedures, quality assurance and performance improvement initiatives, inventories, revenue generation and pharmacy information systems. The Senior Director will be actively engaged in system initiatives enhancing medication safety and patient satisfaction with 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



**General Administrative Responsibilities**

*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**

- Provide leadership and direction to a network of system-wide pharmacies and pharmaceutical services serving all Cook County Health & Hospitals System (CCHHS) inpatient and outpatient populations
- Provide expert advice and counsel to Senior Leadership on matters of CCHHS Pharmacies, and consult with hospital and ambulatory leadership concerning the adequacy and quality of provided pharmacy services
- Provides expert advice and counsel to Senior Leadership on strategies related to formulary development; Managed Care pharmacy options and pharmacy benefits management expertise, especially with government payors
- Review, evaluate, and implement CCHHS pharmacy policies for the dispensing of prescriptions, and routinely review all prescription dispensing processes for possible improvements
- Independently source vendors and suppliers, negotiate contracts for supplies and drugs for CCHHS system-wide
- Ensure all CCHHS pharmacies conform to The Joint Commission's and other accrediting body standards, as well as ethical and professional practices and legal requirements
- Ensure all CCHHS pharmacies conform to required standards for management of controlled substances
- Monitor and develop continuous improvement in inventory control, utilization management, and staffing efficiency, and participate in CCHHS quality improvement efforts to ensure safe, effective, and efficient operations
- Prepare and implement CCHHS pharmacy policies and procedures, yearly budget, monthly administrative reports, contracts and purchases, and a system-wide pharmacy strategic plan
- Represent CCHHS at Union contract negotiations
- Approve hiring of CCHHS pharmacy personnel; oversee pharmacy staffing plans; implement



### **Typical Duties**

and enforce CCHHS and Cook County codes of conduct; prepare and conduct, as appropriate, employee performance evaluations; and conduct staffing and administrative meetings

- Develop and maintain a staff culture that prioritizes patient safety, respect for others and services to patients
- Serve as member of CCHHS Drug and Formulary Committee and CCHHS Information Technology Clinical Advisory Committee, and attend CCHHS Governance Board and Committee meetings as required
- Attend and recommend outside training, seminars, conferences, and conventions
- Maintain pharmacy statistics/reports, coordinate data processing activities with CCHHS and Cook County operation, and coordinate the replacement of pharmacy data processing equipment and robotics

### **Reporting Relationship**

The Senior Director of Pharmacy Services reports to the Chief Operating Officer, Hospital Based Services.

### **Minimum Qualifications**

- Bachelors of Science degree in pharmacy from accredited institution (see below)
- Master's degree (if no Doctorate in Pharmacy - see below)
- PhD (if no B.S. and M.A. - see below)
- The candidate must have either of the following: Option 1: a Bachelors of Science degree in pharmacy from an accredited institution AND a Master's degree in Business Administration or Pharmacy Administration, or Option 2: a Doctorate in Pharmacy from an accredited institution
- An active State of Illinois Pharmacy license in good standing or eligible for license
- Ten (10) yeats of experience as a pharmacy professional
- Five (5) years managing multisite pharmacy operations

### **Preferred Qualifications**

- Experience in both the inpatient and outpatient pharmacy settings

### **Knowledge, Skills, Abilities and Other Characteristics**

- Strong experience implementing and managing Quality and Performance Improvement initiatives
- Strong interpersonal skills
- Demonstrates sensitivity and respect in caring for patients
- Written and verbal communication
- Analytical skills, problem solving skills
- Conflict management skills
- Strong decision making skills
- Attention to detail
- Work to deadlines



**Knowledge, Skills, Abilities and Other Characteristics**

- Flexibility and adaptability in performing work duties
- Strong project management skills
- Emergency response skills

**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.**