

County of Cook

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 8069
Grade: 24
FLSA: Exempt

STANDARD JOB DESCRIPTION

JOB TITLE
Director of Value Analysis

DEPARTMENT
Administration

Job Summary

This position directs and provides Clinical Value Analysis services and cost containment strategies to Cook County Health and Hospitals System (CCHHS) for Physician preference supplies, general medical/surgical supplies, and technology and capital equipment. Develops strategies and processes to reduce supply chain expense through product utilization and standardization; makes recommendations based on clinical data, bench-marked best practices and data analysis. Serves as the clinical value liaison to executive leadership and physicians, communicating product performance, supply cost savings, product conversions and replacement information. Ensures that all services and balance of optimal multidisciplinary collaboration and data to include function, cost and utilization. Serves as project leader for all Value Analysis initiatives.

Directs and provides Cook County Hospital Health Systems centralized Clinical and Operational Value Analysis services and cost containment activities related to product/service utilization and standardization.

This position is exempt from Career Service under CCHHS Personnel Rules.

Typical Duties

General Administrative Responsibilities

Management

- Contributes to the management of CCHHS staff and CHSS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses 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
- Works with Labor Relations to discern past practice when necessary

Supervision

- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Typical Duties (continued)

Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable Collective Bargaining Agreements

Other Responsibilities

- Provides clinical and operational expertise and serves as liaison to leadership to identify, maintain, and communicate savings for clinical and financial performance measurements related to Clinical and Operational Value Analysis
- Ensures the balance between optimal clinical outcomes, promoting excellence in quality of care with appropriate product utilization and supply stewardship. To be an integral part of the facility based leadership decision making body as it relates to supply decisions which affect patient outcomes and supply expense management
- Serves as liaison with Physicians, Clinicians, and vendors as required to facilitate the resolution of issues resulting from the standardization of or introduction of products and vendors
- Works in collaboration with other members of Supply Chain Management and reporting to the System Director of Supply Chain Management to identify supply reduction/savings opportunities and facility issues on a routine basis
- Accountable for communicating upcoming changes, issues and trends related to clinical supply issues to Executive Leadership, Nursing Leadership and Department Directors in a timely, clear and concise manner
- Serves as team lead/facilitator to Perioperative Value Analysis Team; Medical Nursing Value Analysis Team; and Radiology, Cath Lab, Purchased Services and Laboratory Value Analysis Team to ensure that the teams achieve annual target savings goals while representing Supply Chain Management and System-wide needs
- Supports the New Technology Team within the organization as related to Physician and Clinician required items ensuring patient safety, quality care, proper credentialing, documentation, and charge information
- Develops strategies and processes for reducing supply expense for procedure standardization and utilization, using evidence based clinical data, benchmarked best practices and data driven analysis
- Identify opportunities for product compression and increased product quality for improved patient outcomes
- Use designated methodology for calculating savings targets and tracking realization based on savings categories, contract compliance, utilization review and new technology cost avoidance

Typical Duties (continued)

- Works with designated physician champions' to ensure physician understanding and support
- Facilitator and resource for all clinicians, non-clinicians and physicians for Product replacement and standardization process to include Physician Preference supplies, general medical surgical, non-clinical supplies, technology and capital equipment as required
- Investigates and analyzes the root cause of product concerns and safety issues. Follows up to ensure final resolution and continued monitoring with end users and manufacturers
- Apply clinical and operational knowledge based on upcoming product conversions, and makes recommendations on appropriate implementation strategies. Monitors implementation execution to ensure all necessary changes are finalized and users are appropriately trained
- Ensures product conversions have been effectively communicated throughout the organization
- Makes decisions in collaboration with clinicians and physicians for substitution of clinical products as needed
- Collaborates and integrates with Contracting, Procurement, Capital and Directors of Supply Chain Management on products, technology and equipment for the system
- Collaborate with the System Director of Supply Chain Management on system based contract compliance, standardization and utilization
- Provide oversight and facilitation of clinical trial/evaluation process associated with contract opportunities when designated as necessary
- Schedule and coordinate meetings with Vendors, pertinent CCHHS staff and Value Analysis committees
- In collaboration with VA Coordinator and Financial Analyst, develop the Value Analysis meeting agenda, document minutes and facilitate meetings associated with the Value Analysis process
- Perform other duties as assigned

Decision-Making:

- Determines product safety related to patient-related events (independent decision-making)
- Determines, based on leading clinical practices and evidence-based research, the value of clinical supplies (independent judgment)

Confidentiality:

- High level of sensitive and confidential information including financial data, contractual commitment data, personnel decisions and hire/fire activity

Reporting Relationships

The Director of Value Analysis reports to the Chief Procurement Officer.

Required Minimum Qualifications

- Bachelor's, or higher level Degree
- Five (5) years' experience and strong understanding of the Hospital Value Analysis Program and related practices within the Healthcare industry Supply Chain
- Three (3) years of progressively increasing management responsibility

Required Minimum Qualifications (continued)

- Prior experience working in a team environment
- Strong project management skills. This position will function as the Project Leader/Facilitator on all Value Analysis teams and initiatives
- Strong Knowledge of Microsoft Office Suite Products, Excel
- Knowledge of Enterprise Resource Planning (ERP) systems such as Lawson, PeopleSoft, McKesson/HBOC, or similar ERP systems

Preferred Qualifications

- Master's Degree
- Certified Materials and Resource Professional
- Prior experience in business operations or Supply Chain within a healthcare/hospital environment
- Prior experience as a Project Leader
- Seven (7) years' experience and strong understanding of the Hospital Value Analysis Program and related practices within the Healthcare industry Supply Chain

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrates sensitivity and respect in caring for patients and in dealing with clients of diverse backgrounds
- Strong interpersonal skills
- Written and verbal communication skills
- Analytical skills, problem solving skills
- Conflict management skills
- Strong decision making skills
- Flexibility and adaptability in performing work duties
- Strong project management skills

Physical and Environmental Demands

This position functions 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.

Working Conditions and Physical Demands

General office environment where work is generally sedentary in nature, but may require standing and walking for up to 60% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

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.

Approval:

Charles Jones
Chief Procurement Officer

Date

Approval:

Barbara Pryor
Deputy Chief of Human Resources

Date