

## **SAMPLE JOB DESCRIPTION**

### Associate Director of Specialty Pharmacy Services

#### **I. JOB SUMMARY**

The Associate Director of Specialty Pharmacy Services (SPS) is responsible for assuring the coordination, quality, and cost effectiveness of operations provided in the Specialty Pharmacy. The Associate Director directs Assistant Directors, Coordinators, and Support Personnel and works with them to achieve and maintain the goals, objectives, and standards of practice to assure optimal outcomes. The Associate Director functions under the direction and philosophy of the Department of Pharmacy.

Serve as a national spokesperson to represent, communicate, and promote Specialty Pharmacy Services to other providers, administrators, legislators, researchers, and others as needed.

Educate pharmacy students, residents, fellows, pharmacists, technicians, and other providers regarding specialty pharmacy and pharmaceutical public policy.

Organize, plan, implement, and support research activities related to specialty pharmacy and public policy as it impacts the Ambulatory Care Pharmacy Department.

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#### **II. DUTIES AND RESPONSIBILITIES**

##### Administration

- Provide oversight of specialty pharmacy accreditations.
- Interact with payers, insurance companies, pharmaceutical manufacturers, and other stakeholders in order to create visibility for specialty pharmacy services and establish relationships that will grow and sustain the business.
- Provide oversight of specialty pharmacy network applications.
- Work in collaboration with Assistant and Associate Directors to manage and coordinate operations in all areas where specialty pharmacy services are provided.
- Provide support to Ambulatory Care personnel in order to assure consistency of specialty pharmacy services.
- Assure quality, timely and efficient specialty pharmacy services that meet the needs of outpatients and employees.
- Develop and maintain policies and procedures for specialty pharmacy services in order to assure high quality pharmaceutical care.
- Comply with rules and requirements of all legal and regulatory agencies.
- Cost-justify, develop, implement, and assure the quality of new and innovative pharmacy services for specialty pharmacy.
- Serve as a liaison and/or committee member on University committees involving specialty pharmacy services.

##### Planning

- Collaborate with Director of Pharmacy, Senior Associate Directors and other managers to develop and continually maintain a strategic plan for ambulatory pharmacy services that is compatible with the mission of the Department of Pharmacy.
- Identify and analyze the strengths, weaknesses, opportunities, and threats related to the provision of pharmaceutical care in specialty pharmacy.

- Identify and implement strategies to overcome the weaknesses and threats, and capitalize on the strengths and opportunities to assure optimal care for patients.

#### Human Resource Management

- Collaborate with the Senior Associate Director and other managers in the recruitment and retention of personnel for specialty pharmacy services.
- Collaborate with the Human Resources Specialist to maintain personnel records and coordinate timely evaluations for all personnel in specialty pharmacy services. Follow up as needed to monitor staff improvements.
- Oversee and discipline personnel within the guidelines of the Personnel Policies.

#### Financial

- Collaborate with Senior Associate Director and other managers to develop, analyze and control annual operating/personnel budgets for specialty pharmacy services. This may require an innovative approach to staffing, inventory control, and maintaining services.

#### Educational /Teaching

- Provide supportive structure and assist in the education programs of the ASHP accredited Residency programs.

#### Quality Assurance/Improvement

- Provide oversight of the Quality Management Program for Specialty Pharmacy Services.
- Identify, develop and analyze quality assurance/improvement indicators for specialty pharmacy services.
- Develop, implement and evaluate an integrated ambulatory pharmacy system that assures optimal outcomes and ongoing quality improvement.

#### Communications

- Maintain ongoing, effective communications with the Hospital Pharmacy Services senior management and other managers to assure the timely sharing of program results.
- Collaborate with Hospital Pharmacy Services senior management and other managers to ensure continuity of pharmaceutical care between inpatient and specialty pharmacy services.
- Interact frequently with other health care professionals/administrators at ambulatory care sites to develop new, innovative methods of providing pharmaceutical care to patients.

#### Scholarly Activity

- Develop, participate, and oversee research projects that involve collecting, organizing and analyzing data.
- Present research project results and other specialty pharmacy experiences at professional meetings.

### **III. QUALIFICATIONS**

#### Education and Training:

- The Associate Director of Specialty Pharmacy Services must be a graduate of an accredited College of Pharmacy (Pharm.D. desired) with advanced training in business/public health/health administration/pharmacy administration, and administrative residency, or specialized training in specialty pharmacy.
- The incumbent must be licensed or eligible for licensure as a pharmacist by the state.

#### Experience and Knowledge

- Have a global understanding of specialty pharmacy and pharmaceutical public policy.
- Prior experience in research projects with presentation and publication of results.
- Be creative in developing and integrating innovative pharmaceutical care services.
- Be proficient in verbal, written and persuasive communication.
- Be knowledgeable about the principles and methods of cost justification of pharmacy services.
- Be knowledgeable about laws, regulations, principles, standards and practices related to the provision of pharmaceutical care.
- Have a philosophical understanding and knowledge of Pharmaceutical Care. This position requires an individual with a concentrated interest in pharmacy administration. It requires an individual whose philosophies and professional goals are compatible with those of the College of Pharmacy and the Director of Pharmacy.