

SAMPLE JOB DESCRIPTION

Pharmacy Purchasing Specialist

I. JOB SUMMARY

The Pharmacy Purchasing Specialist is responsible for supervising Pharmacy Technicians and support staff and coordinating workflow and services related to drug and equipment/supplies procurement processes. Activities include but are not limited to the following responsibilities: purchasing, inventory, distribution and record keeping for medications for the Pharmacy Department, initiating purchase orders for pharmaceuticals and supplies, receiving and distribution of supplies, processing purchase requisitions, authorizing payment for wholesaler invoices, maintaining adequate inventory levels, providing inventory action and communication relative to shortages, recalls, alternative product source and selection. Serves as a resource person for product and vendor information, and group purchasing contracting. Collaborates with hospital departments as necessary for medication ordering, inventory, distribution and record keeping.

II. DUTIES AND RESPONSIBILITIES

- Coordinates drug procurement operations and inventory management to ensure critical drug availability, accurate inventory value assessment, compliance to 340B, optimized inventory turns, and minimized drug expirations. Monitors and manages inventory on an ongoing basis for opportunities for enhanced inventory turns and decreased expired medications.
- Maintains computerized systems, split-billing software programs and technologies utilized in purchasing operations related to the 340B program.
- Identifies and evaluates available and new technologies to assist in inventory management.
- Generates purchasing and inventory reports as requested by departmental leadership.
- Maintains responsibility for borrow and loan systems from other hospitals.
- Coordinates and maintains timely flow of purchasing and receipts with Accounts Payable.
- Assists in managing influenza and other vaccine supply including temperature logs as necessary.
- Maintains oversight of emergency supplies (influenza, bioterrorism, chempack etc.).
- Manages price changes and AWP price updates.
- Coordinates inventory to resolve/manage backorders, shortages or recalls and secures acceptable product alternatives when necessary. Evaluates and adjusts par levels in response to ongoing utilization, shortages, waste and critical needs.
- Supervises, orients, trains, schedules, provides functional guidance to, and evaluates performance of designated Pharmacy Technicians and support staff.
- Continually reviews and analyzes operations recommending and implementing operational changes, new technologies, etc. that will increase the efficiency and level of service of the pharmacy in collaboration with Pharmacy Supervisor or Manager.
- Participates in the recruitment, retention, performance enhancement and competency assessment of subordinate staff in collaboration with Pharmacy Supervisor and Pharmacy management team members.
- Participates in the development of tools and standards to establish and improve competency levels of the pharmacy technician, student, and support staff including orientation of new employees, in-service training, and competency assessments.
- Participates in continuous quality assessment and improvement activities and medication safety initiatives. Participates in or leads various committees, task forces, and performance improvement teams as assigned.

- Maintains pharmacy information systems, electronic drug dispensing system technology and other computerized or automated hardware and software used in the procurement, preparation or distribution of pharmaceuticals and related supplies. Performs routine preventive maintenance to all equipment according to standards for it.
- Oversees medication and pharmaceutical supply purchasing processes including procurement of medications and other pharmaceutical supplies, working with hospital wholesaler, vendors, and freight companies, managing medication recalls and conducting annual medication inventory.
- Maintains all purchase records, invoices, receipts and inventory control records. Performs all similar and related duties assigned including occasional Pharmacy Purchasing Office coverage.

III. QUALIFICATIONS

- High school graduate or equivalence degree with completion of one to two years of college.
- Successful completion of technician training program and national Pharmacy Technician Certification.
- Advanced purchasing experience in healthcare and/or with a healthcare provider preferred.
- Possesses knowledge of pharmacy information systems including but not limited to electronic drug dispensing technology.