

SAMPLE JOB DESCRIPTION

Pharmacy Supply Chain Manager

I. JOB SUMMARY

The Pharmacy Supply Chain Manager serves as an authoritative resource on supply chain management and maintains financial oversight over pharmaceutical costs. Responsibilities include oversight of all aspects of Pharmacy purchasing including medication procurement, inventory management, contracting, and participation in and compliance with the 3408 Federal Drug Discount Program for all covered entities. Develops, directs, and maintains an effective work group consisting of direct and indirect report managers, supervisors, pharmacists, and technician specialists to ensure that Pharmacy Supply Chain operations are value-centric; effectively manage dynamic inventory levels; and minimize the impact of shortages on direct patient care. Provides oversight to the development and implementation of Pharmacy Services goals and objectives, policies, procedures, and budgets as they relate to Supply Chain.

II. DUTIES AND RESPONSIBILITIES

- Serve as the authoritative resource on supply chain management and maintain a robust financial oversight program over pharmaceutical costs.
- Design or implement supply chains that support business strategies adapted to changing market conditions, new business opportunities, or cost reduction strategies.
- Maintain industry best practices for pharmaceutical product sourcing and contracting.
- Provide oversight to the development and execution of pharmacy services short and long-term goals as they relate to the Pharmacy Supply Chain. Advocate for appropriate resource allocation to achieve established goals.
- Provide input for the development of effective capital and operating budgets and utilization of resources (people, financial, material and equipment) to manage pharmaceutical costs.
- Provide oversight to pharmacy purchasing, including medication procurement, inventory control processes, and contracting; including strategies to maintain supplies of needed pharmaceuticals during shortages and recalls to minimize their impact on direct patient care.
- Provide oversight to participation in, compliance with, and optimization of financial benefit from the 3408 Federal Drug Discount Program for all covered entities.
- Effectively and continually maintain open lines of communication with management, staff, and customers to facilitate the flow of relevant information. Provide timely and accurate communication, both written and verbal as appropriate, regarding supply chain changes.
- Ensure Supply Chain related policies and procedures are current and adhered to.
- Provide oversight to and collaborate with other pharmacy managers and clinical pharmacist specialists on pharmaceutical product conversions.
- Responsible for the recruitment, retention, performance enhancement and competency assessment of direct reports. Provide for effective employee relations to promote employee-manager effectiveness and satisfaction in the workplace.
- Assist with Pharmacy performance improvement and quality control programs.
- Maintain knowledge of, and expertise in, leading edge developments and innovative approaches to pharmacy supply chain management by participation in ongoing independent study, education-related professional activities, and affiliations.
- Provide oversight to or lead committees, task forces, and performance improvement teams as needed.

III. QUALIFICATIONS

- Bachelor of Science in pharmacy or Doctor of Pharmacy degree from an accredited college of pharmacy. Master's degree in Business Administration preferred.
- Maintain current pharmacist licensure in the state.