

Position Vacancy Announcement

PHARMACY MANAGER Student Affairs

Bowling Green State University

Position Summary

The BGSU Pharmacy Manager is responsible for all aspects of the operation of the BGSU Pharmacy including the technical, financial, procedural and educational components of the unit. S/he offers quality, cost-effective, patient-centered compassionate care while emphasizing patient education, prevention and self-care. S/he is expected to be knowledgeable about and compliant with laws and regulations of the State of Ohio Board of Pharmacy and is an active member of the Student Health Service leadership team.

Essential Duties, Tasks and Responsibilities

Provides comprehensive pharmaceutical health care and education to BGSU students and employees, supervises staff pharmacists and technicians and collaborates with clinical staff in their medication selection and patient care.

- Serves as a member of the pharmacy staff and provides, per community standards, the full scope of sensitive pharmaceutical practice necessary for the care of a diverse university population.
- Supervises and evaluates all pharmacy staff including staff pharmacists, technicians, interns and clinical experiential students.
- Sets departmental goals, builds a team and monitors departmental progress.
- Provides quality, cost-effective, patient-centered compassionate prescription processing and dispensing
- Maintains prescription drug records in accordance with the Ohio State Board of Pharmacy
- Emphasizes patient education including prevention and self-care
- Provides pharmaceutical consultation services and drug information to healthcare providers and other university personnel
- Serves as a resource to provide health information and presentations for BGSU staff and students. The Pharmacy Manager is expected to participate in at least two “outreach” and two “educational” programs per year to students and/or other members of the university community.
- Supervises, secures and manages human and fiscal resources to deliver high quality health care services and attract and retain a workforce that is diverse and motivated, including development of position descriptions, performance evaluations and involvement in search committees and interviews
- Maintains knowledge and skills at a current and optimal level and demonstrates a commitment to professional development by participating in professional activities and educational programs
- Serves as a liaison between SHS and Athletic Department answering drug information questions, and assisting in compliance with the Ohio State Board of Pharmacy

Serves as Budget and Fiscal Manager of the BGSU Pharmacy

- Ensures proper level of inventory by purchasing appropriate medications in a cost effective manner.
- Establishes prices and maintains pricing updates for the pharmacy and practice management systems
- Coordinates yearly inventory and audit and act as a liaison for the University auditor regarding pharmaceuticals
- Coordinates inventory of controlled substances to comply with Ohio State Board of Pharmacy regulations
- Ensures payment of pharmacy invoices, applies appropriate credits, and coordinates billing issues as they arise
- Returns outdated medications to the manufacturer for credit and tracks the procurement of funds for these returns

- Negotiates contract pricing for some pharmaceuticals and utilizes group purchasing agreements when applicable.
- Serves as a liaison to BGSU Purchasing Department regarding pharmaceutical purchases
- Compiles the pharmacy annual report
- Reviews all third party contracts to determine financial feasibility and maintains files
- Acts as liaison to Prescription Benefits Managers to manage insurance audits and challenge inappropriate payments of claims. Acts as a liaison for third party insurance issues
- Coordinates the reconciliation of third party claims

Serves as Information Technology Point Person

- Maintains, upgrades and purges the pharmacy practice management system including all functions of the Primary Care system, Interactive Voice Response system and all interface applications
- Acts as a liaison to ITS for pharmacy practice management system support
- Maintains the Amerisource Echo software program including all aspects of iScan ordering and receiving
- Keeps current with technological advancements.
- Monitors the pharmacy web-page for accuracy

Serves on committees and provides educational programming

- Serves on BGSU and SHS Committees as approved
- Educates staff and BGSU students
- Continues personal education per state law
- Acts as a Clinical Training Specialist and primary preceptor for the University of Toledo, University of Findlay, The Ohio State University and Ohio Northern Colleges of Pharmacy experiential program.

Other duties as assigned, including but not limited to:

- Participates/leads office initiatives
- Assists in the evaluation of the effectiveness of the health care delivery system via participation in SHS quality improvement activities, including peer review and special projects
- Develops pharmacy “Best Practices”, guidelines, and procedure manual

This list of essential duties, tasks and responsibilities is not all-inclusive; individual will perform other related duties as assigned.

Knowledge, Skills or Abilities

- Requires broad knowledge of theories, principles, concepts and methodologies pertaining to the practice of pharmacy.
- Excellent interpersonal, oral and written communication skills with the ability to relate to a culturally diverse university student population, medical professionals, administrators and faculty
- Positive work ethic
- Basic understanding of computer and web-based information technology systems and, more importantly, the skills to use them
- Knowledge of computer applications as they apply to pharmacy systems
- Knowledge of ethics in regards to health related services
- Strong organizational and educational skills
- Skilled at attending to detail and accuracy of records
- Direct experience in college health preferred
- Knowledge and experience in filing, billing and reconciling third party prescription information
- Capable of taking care of sensitive and confidential patient information among staff, physicians and parents.

Minimum Qualifications

BS Pharmacy from an accredited College of Pharmacy (Pharm.D preferred), 1500 hours internship, 400 hours externship and completion of State Board Exam/registered Pharmacist – Ohio State Board of Pharmacy. Two year experience with accreditation and quality assurance issues as they pertain to pharmacy.

Preferred Experience:

Two years experience as a Director/Manager of outpatient or retail pharmacy. Two years experience with networked clinical information systems, including pharmacy software (QS1 experience helpful). One year experience in student/university health care setting, managing contracts and group purchasing agreements, and pharmacy insurance billing and reconciliation.

** Candidates applying for this position may be required to complete additional credentialing processes. Offers made for this position are contingent upon the successful completion of all required pre-employment screens and verification of required educational degrees, professional licenses, registrations or certifications

Salary

Full-time administrative staff position. 12 month (260 days). Salary is commensurate with education and experience. Full benefit package available.

To Apply

Submit cover letter w/email address, resume, and contact information of 3 professional references to:

Office of Human Resources (Search L-61531)
100 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403-0201

Review of applicants will begin on Friday, November 30, 2009 and will continue until the position is filled.

(Official transcript(s) and letters of recommendation will be required of final candidates.)

Ohio law (OCR 2909.34) requires that if you are selected for an on-campus interview for the position you will be required to complete a Declaration Regarding Material Assistance/ Nonassistance to a Terrorist Organization (DMA) form. Information on this form will be provided to you by the hiring department and must be completed PRIOR to your interview. You will find a link to the DMA form as well as additional information from the following web site: <http://www.homelandsecurity.ohio.gov/dma.asp> or on the Office of Human Resources web site at:

<http://www.bgsu.edu/offices/ohr>

Bowling Green State University is an Affirmative Action/Equal Opportunity Educator and Employer.

We are committed to a multicultural environment and strongly encourage applications from women, minorities, veterans and persons with disabilities.

BGSU hires only individuals authorized to work in the United States.

For information regarding BGSU's crime statistics, please visit Public Safety's website at www.bgsu.edu/offices/safety.