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## Auburn University Job Description

Job Title: **Exec Dir, Clinical Health Svcs**

Job Family: No Family

Job Code: **EH20**

Grade 41: \$120,200 - \$200,300

FLSA status: Exempt

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### Job Summary

The Executive Director (ED) of Clinical Health Services will be the administrator in charge of the business operations, clinical services, educational programs, research integration, and outreach projects that are provided through Harrison School of Pharmacy's (HSOP) Clinical Health Services (CHS) arm of Clinical Affairs and Outreach (CAO).

### Essential Functions

1. Provides supervision of all healthcare providers that work within Clinical Health Services' practice settings. Ensuring that this team provides innovative and quality healthcare to all patients
2. Evaluates objective data from financial, clinical, and quality reports to identify the types and scope of services that should be expanded within Clinical Health Services.
3. Monitors Human Resource needs within the clinics and make staffing decisions. Recruit, interview, hire, train, mentor, develop, and evaluate all Clinical Health Services personnel.
4. Serves as "Administrator in Charge" of CHS division of HSOP's CAO and represents CAO in administrative meetings with stakeholders as assigned.
5. Provides reports on business operations, budget, clinical services, outcomes, and other key data. Develops, analyzes, and presents an executive dashboard to upper administration and stakeholders that includes productivity, financial, and outcome data.
6. Oversees all business operations of CHS and ensure that Clinical Health Services accounts are fiscally sound.
7. Collaborates with all members of the Clinical Affairs and Outreach team to ensure integration of clinical services with experiential education and co-curricular goals, objectives, and requirements of the Harrison School of Pharmacy's curriculum.
8. Engages in continuing professional development.
9. Participates in research, teaching, outreach, and service to HSOP as assigned.
10. Analyzes program outcomes and stakeholder feedback and work with Harrison School of Pharmacy's Clinical Affairs and Outreach team to conduct continuous quality improvement of all programs.
11. Contributes to the successful achievement of Harrison School of Pharmacy's strategic goals within outreach.

### Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Ph.D.	Doctor of Pharmacy (Pharm.D.) degree
<b>Experience (yrs.)</b>	10	Experience in Pharmacy practice, Program Administration, Supervision, Human Resource Management, Training, Budgeting, and Financial Responsibility.

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

#### Minimum Required Knowledge

Knowledge of federal and Alabama state laws governing the practice of pharmacy, medicine, nursing, dietetics, and other allied health professional services.

Knowledge of the laws of the Alabama State Board of Health and the Centers for Medicare and Medicaid Services Clinical Laboratory Improvement Amendments (CLIA).

Knowledge of human resources regulations.

Knowledge of healthcare regulation such as Affordable Care Act (ACA), insurance regulations, etc.

Knowledge of medical billing policies and procedures (TPA), and knowledge of pharmacy billing (PBM).

#### Certification or Licensure Requirements

Alabama State Board of Pharmacy licensure for pharmacist license (active and in good standing)

Controlled substance license (active, and in good standing)

Preceptor license (active, and in good standing)

Basic Life Support for Healthcare Professionals (BLS) certification (active)

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in fine print.

Date: 6/6/2019

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