
Auburn University Job Description

Job Title: **Dir, Pharmaceutical Operations**

Job Family: No Family

Job Code: **EA42**

Grade 36: \$59,700 - \$99,600

FLSA status: Exempt

Job Summary

Directs and oversees the establishment and follow through of clinical care policies and procedures.

Essential Functions

1. Directs the establishment of clinic policies, procedures, and processes.
2. Plans, designs, and implements operational procedures and processes for clinic activities.
3. Negotiates, secures contracts, and markets pharmaceutical care services to the public.
4. Creates and maintains a transactional fee structure for reimbursement of pharmaceutical care.
5. Advises and collaborates with clinicians in the development of patient services.
6. Coordinates activities of patient care across clinical services.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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>
Education	Four-year college degree	Degree in Health Care Administration, Management, Business or related field
Experience (yrs.)	5	Experience in the development, implementation, and/or administration of pharmaceutical clinical care policies and procedure

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of health care environment and operations, health care planning and negotiations, and health care coverage.

Certification or Licensure Requirements

None Required.

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, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 1/3/2012
