AUBURN
Human Resources

Exec Dir, Clinical Health Services

Job Description

JOB INFORMATION

Job Code	EH20
Job Description Title	Exec Dir, Clinical Health Services
Pay Grade	HW18
Range Minimum	$164,150
33rd %	$218,870
Range Midpoint	$246,220
67th %	$273,580
Range Maximum	$328,300
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/6/2019

JOB FAMILY AND FUNCTION

Job Family:	Health & Wellness
Job Function:	Pharmacy

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).

RESPONSIBILITIES

- 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
- 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.
- Monitors Human Resource needs within the clinics and make staffing decisions. Recruit, interview, hire, train, mentor, develop, and evaluate all Clinical Health Services personnel.
- Serves as "Administrator in Charge" of CHS division of HSOP’s CAO and represents CAO in administrative meetings with stakeholders as assigned.
- 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.
- Oversees all business operations of CHS and ensure that Clinical Health Services accounts are fiscally sound.
- 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.
- Engages in continuing professional development.
- Participates in research, teaching, outreach, and service to HSOP as assigned.
- 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.
- Contributes to the successful achievement of Harrison School of Pharmacy's strategic goals within outreach.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
PhD	Doctor of Pharmacy (Pharm.D.) degree	and	10 years of	Experience in Pharmacy practice, Program Administration, Supervision, Human Resource Management, Training, Budgeting, and Financial Responsibility.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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).	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	Alabama State Board of Pharmacy licensure for pharmacist license (active and in good standing)	Upon Hire	Required	And
	Controlled substance license (active, and in good standing)	Upon Hire	Required	And
	Preceptor license (active, and in good standing)	Upon Hire	Required	And
	Basic Life Support for Healthcare Professionals (BLS) certification (active)	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting					X	
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.