

JOB TITLE: Pharmacy Purchasing Agent	DEPARTMENT: Pharmacy	POSITION OF SUPERVISOR: Director of Oncology and Pharmacy
FLSA STATUS: Non-exempt	ANTICIPATED HOURS PER WEEK: 40	EFFECTIVE DATE:

**Position Summary:** Facilitates communication with wholesaler, buying groups and manufacturer representatives. Assists in maintaining pharmacy chargemaster and 340b administration. Ensures adequate levels of medications within budget constraints. Reviews, evaluates and makes decision for pharmaceuticals, supplies and equipment. Manages automated drug cabinets (ADC) including users, medications, par levels, outdates and any required maintenance. Performs drug ordering, receiving, and distribution, managing outdates, managing inventory, charging, and maintaining and filing paperwork appropriately. Unpacks, stores, and maintains inventory of medications and supplies, repackages bulk medications into unit of use containers, and stocks dispensing bins. Delivers medications to other departments and maintains records showing disposition. Assists in compounding of parenteral medications, including hazardous agents utilizing aseptic technique. Performs other related duties as directed and in accordance with appropriate state and federal laws.

**Qualifications:** *At all times, the employee shall possess the following qualifications set forth below.*

<b>Education/Training:</b>	High School Diploma or GED required
<b>Experience:</b>	Require at least two years of recent Hospital or Retail Pharmacy experience. Prefer experience as Pharmacy Purchasing Agent
<b>Special Skills, Licenses or Certifications:</b>	Pharmacy Technician Certification by Pharmacy Technician Certification Board (PTCB) Basic computer knowledge BLS
<b>Language Skills:</b>	Demonstrates ability to read, write, and clearly express one's self in English 100% of the time Additional languages preferred Demonstrates ability to listen Demonstrates ability to clearly convey thoughts in speech and written word
<b>Physical/Mental/Special Demands:</b>	Lifting a minimum of 50 pounds may be required; adequate hearing is required to hear/talk with other employees, patients and public in person and on the telephone; work requires the use of computers with exposure to monitors, key boards, mouse with repetitive motions for extended periods of time; position requires standing, bending, walking and long periods of sitting. Ability to initiate CPR 100% of the time. Must have fine motor skills 100% of the time. Ability to work and multi-task at a rapid pace with numerous interruptions 100% of the time. Good mental health. Demonstrate tact, versatility, and dependability. High degree of self-motivation and directional initiative. Ability to function independently. Ability to cope and remain calm in escalating situations; Must consistently demonstrate compliance with organizational-wide competency statements and performance criteria based on established quality indicators.
<b>Work Environment:</b>	Work is performed in an office setting with exposure to work stress, environmental stress, and frequent interruptions; noise level is moderate; work may involve exposure to blood, bodily fluids and communicable diseases; frequent communications, on a daily basis, with the general public, co-workers, vendors and patients.

**Standard Job Requirements: At all times, employee shall satisfy the following requirements:**

1. Adhere to and support PSMC's Code of Conduct and WISER values.
2. Comply with **all** PSMC policies including, without limitation, timely attendance, code for dress and decorum, no conflicts of interest, no harassment, fragrance free, etc.
3. Comply with all PSMC and department procedures, rules and directives.
4. Establish and maintain effective working relationships with others (e.g., co-workers, supervisors, patients, visitors, vendors of PSMC and the general public).
5. Be courteous, respectful, honest, and solution-oriented in dealing with others.
6. Communicate accurately, clearly, and effectively both orally and in writing.
7. Possess excellent organizational skills and the ability to multi-task.
8. Work independently and perform the job with minimum supervision.
9. Checks email at least once daily when on shift.
10. Work effectively on PSMC/department team matters and recognize situations which require teamwork.
11. Maintain strict confidentiality of all patient matters and recognize situations where confidentiality should be maintained even if not legally required.
12. Respect the importance of compliance and quality programs and support the same.
13. Possess computer knowledge/skills and the ability to learn and adapt to new programs and software.
14. Participate in employee training, Disaster Preparedness and emergency events.
15. Perform other job duties, as assigned by a supervisor.

**Essential Duties, Functions and Responsibilities: At all times, employee shall be able to perform the following essential functions of the job, with or without an accommodation, as set forth below.**

1. Maintains CE credits as required by PTCB
2. Maintains records in accordance with all regulatory requirements
3. Maintains 340b administrator online site including data upload, invoice review and proper multipliers and accumulations
4. Maintains the Pyxis ADC in regards to functionality of medication scanning databases
5. Maintains Pyxis ADC user access to ensure proper privileges are granted and removed as well as passwords reset as needed
6. Utilizes proper procedures for handling, storing, and distributing hazardous medications
7. Utilizes proper clean room procedures performing proper gowning and garbing and utilizing aseptic technique in compounding parenteral medications.
8. Utilizes proper procedures for aseptic compounding of hazardous medications
9. Manages national medication shortages, minimizing stock outs and maintaining a consistent medication supply.
10. Daily and on-demand ADC medication refills
11. Updates medication NDC's and price changes in Cerner PharmNet Formulary Manager
12. Maintains the Cerner Immunization Worklist
13. Manually enters medication charges as necessary
14. Audits all controlled substance use throughout PSMC
15. Manages Medication Outdates, advising Pharmacy Director of little/no usage for review of formulary management
16. Performs invoice reconciliation to General Ledger
17. Manages Intellicentric RepTrax appointments
18. Loads and Unloads medications to Pyxis ADC
19. Adjusts medication par levels appropriately in Pyxis ADC per usage history

- 20. Performs Quality Control functions correctly
- 21. Maintains cleaning and Refrigerator Temperature Logs
- 22. Manages Medication Recalls
- 23. Orders medications ensuring best price across GPO and 340b
- 24. Receives medication from vendors/wholesalers
- 25. Stocks medication correctly
- 26. Performs medication distribution correctly
- 27. Performs Interdepartmental billing
- 28. Manages Casual Sales and required paperwork
- 29. Performs unit-dose and THP packaging and prints barcoding as required
- 30. Can perform all the standard job requirements
- 31. Meets the qualifications as set forth herein
- 32. Performs medication charge and wastage audits

**Approved by:**

(Supervisor – Signature)	(Title)	(Date)
	<b>Human Resources Director</b>	
(Human Resources– Signature)	(Title)	(Date)

**Receipt and Acknowledgment:**

I acknowledge and understand that:

- This job description, and receipt and acknowledgment of this job description, does not imply or create a promise of employment or employment contract of any kind. I understand and acknowledge that my employment with Pagosa Springs Medical Center is “at will” and may be terminated by me or the employer at any time with or without cause.
- The job description provides a general summary and requirements of the position in which I am employed. At this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor if, at any time, I am no longer qualified for my position and/or unable to perform the job requirements or essential functions of my job.
- Positions, job descriptions, duties, tasks, work hours, work requirements and qualifications may be changed at any time at the discretion of Pagosa Springs Medical Center.
- Acceptable job performance requires: (a) proper compliance with and completion of all aspects of the job description; and (b) compliance with PSMC policies, procedures, rules and directives.
- I have read and understand this job description.

(Print Employee Name)	(Employee Signature)	(Date)