



SALT RIVER PIMA-MARICOPA INDIAN COMMUNITY

Human Resources Department-Community Employment

10005 East Osborn Road

Scottsdale, Arizona 85256

Main: (480) 362-7907 / Fax: (480) 362-2691

JOB POSTING FORM

Business Name:	Integrity Rx Specialty Pharmacy, LLC
Workplace Location:	8425 N 90 th St., Ste 8, Scottsdale, AZ 85258
Position Title:	Director of Specialty Pharmacy Operations

Position Status: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern/Apprentice <input type="checkbox"/> Contractor <input type="checkbox"/> Other _____	Rate of Pay per Hr: \$ _____ <input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Commensurate <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Commission 40+ Hours Per Week	Benefits Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Driver's License Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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JOB DESCRIPTION & DUTIES:

See Job Description that is attached.

MINIMUM QUALIFICATIONS:

See Job Description that is attached.

APPLICATION SUBMISSION & EMPLOYER CONTACT INFORMATION

ONLINE: WWW.integrityrxsp.com

SUBMIT RESUME ONLY TO: selliott@integrityrxsp.com

EMPLOYMENT OFFICE ADDRESS: 8425 N 90th Street, Suite 8, Scottsdale, AZ 85258

CONTACT NAME: SHAWN ELLIOTT, VP of Financial Operations

CLOSING DATE: **WHEN FILLED**

CONTACT NUMBER/EMAIL: **SELLIOTT@INTEGRITYRXSP.COM**

FOR INTERNAL OFFICE USE
POSTED BY:

Thoroughly fill-out highlighted areas on form and email the following Job Posting to CommunityJobs@srpmic-nsn.gov

Salt River HR is allowed 3 business days to advertise vacant/new positions, prior to public notice, to refer qualified SRP-MIC applicants for employment. All companies conducting business within the SRPMIC have agreed to Native American Preference as defined: Qualified SRP-MIC Members and Qualified Members of other federally recognized Indian Tribes shall receive preferences in hiring and in all other aspects of employment.

For additional information, please contact Russ Williams, Employment Compliance Coordinator at (480) 362-6623

JOB TITLE

Director of Specialty Pharmacy Operations (or)
General Manager - Specialty Pharmacy Operations

REPORTS TO

President, CEO, Ownership

SUMMARY

We are looking for a Pharmacist that has experience operating either a specialty pharmacy or a mail order pharmacy who shares our company's belief that patient's come first and that relationships are built one at a time on a strong foundation of Integrity, trust, and an unwavering devotion to best in class customer service. This is a senior leadership position responsible for overall pharmacy operations in this fast growing Specialty Pharmacy. The person in this role will report directly to the President and CEO and may assume the title of Director of Operations or General Manager depending on experience. Position requires responsibility of Pharmacist in Charge.

Job duties include: Ensuring full regulatory compliance with all State and Federal laws pertaining to the practice of pharmacy in Arizona and also for the states in which we hold non-resident permits. Dispense medications prescribed by physicians and other health practitioners and provide information to patients about medications and their use. May advise physicians and other health practitioners on the selection, dosage, interactions, and side effects of medications.

SUPERVISORY RESPONSIBILITIES

Staff Pharmacists and Technician staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Pharmacist in Charge and Director of Pharmacy Operations
- General Manager position based on experience
- Ensures compliance with all federal, state, and local regulations for the practice of pharmacy.
- Manages a team of staff pharmacists and pharmacy technicians.
- Works from P&L and other financial instruments to ensure projected profit drop-through.
- Manages staffing needs and overhead expenses according to budget.
- Provides operational support to field sales team and EVP of Sales.
- Works directly with Ownership and Leadership to ensure mission and vision are understood companywide and that operational goals are clear and achievable.
- Implements metrics to identify operational efficiencies and areas for improvement, measures and communicates progress on each plan using written communication skills.
- Develops training manuals, flow charts and reference materials for operational use.
- Supports and implements company-wide improvement initiatives through guidance, training and observation.
- Provides pharmacist phone support to patients and practices when needed.
- Works well with all customers, both internal and external, to achieve goals and objectives.
- Responsible for regulatory inspections and third party audits.
- Develops and/or refines employee performance appraisals and self-appraisals.

- Monitors storage, distribution, and use of pharmaceuticals in compliance with all State and Federal laws.
- Oversees the preparation of all necessary records for prescription recordkeeping, and inventory purchase invoices.
- Develops established policies, procedures, and objectives, metrics, continuous quality improvement objectives, and safety, environmental, and/or infection control standards.
- Documents and reports medication errors and quality related events.
- Monitors for complete compliance with all laws related to control substance dispensing.
- Provides supervision to professional, technical and support staff; including training, assigning duties, and conducting or delegating annual performance evaluations.
- Ensuring quality and productivity standards are met and/or exceeded on a consistent basis in Product Fulfillment.
- Facilitate implementation of new programs, enhancements and special projects as needed.
- Follows established policies, procedures and objectives, continuous quality improvement objectives, metrics as well as safety, environmental, and/or infection control standards.
- Meets and/or exceeds service goals for fulfillment (shipping deadlines, accuracy, labor, inventory, order entry etc.)
- Provides guidance, training and supervision to pharmacy interns and technicians during course of work and monitors performance.
- Responsible for Pharmacist work schedules.

KNOWLEDGE, SKILLS and ABILITIES

- The ability to organize and manage multiple priorities
- Ability to supervise support staff and ensure an efficient work flow
- Knowledge of Pharmacotherapeutics to treat diseases and medical conditions. This includes symptoms, treatment alternatives, drug properties and interactions, basic understanding of pharmacokinetics, self-injection administration techniques and preventive healthcare measures.
- Must possess a professional appearance and possess excellent communication skills
- Thorough knowledge of state and federal laws and regulations governing pharmacy services.
- Ability to work accurately in a fast paced environment
- Superior leadership skills, interpersonal skills and oral/written communication skills.
- Demonstrated ability to lead and mentor others effectively and productively.
- Demonstrated sound judgment, problem analysis and decision-making skills.

MINIMUM REQUIRED QUALIFICATIONS:

- Arizona Pharmacist License in Good Standing.
- 5 years Prior Experience as Pharmacist in Charge.
- Minimum 2 year's leadership operating a Mail Order or Specialty Pharmacy
- Demonstrated knowledge of business acumen and ability to identify and problem solve
- MBA a plus
- Unwavering dedication to providing outstanding customer service to patients and prescribers alike.
- Outstanding leadership skills, Interpersonal skills, written & verbal communication skills.
- Ability to multi-task, delegate and work on several projects simultaneously.
- Ability to function independently, possess flexibility, and the ability to work effectively with customers, internal managers, supervisors, all personnel, and support organizations

- Excellent organizational skills with attention to detail, follow up and resolution.
- Ability to set, maintain and meet strict deadlines.
- Ability to build credible relationships with management teams and external business partners.
- Proficient in Microsoft Excel, Word and Adobe products.
- Ability to read, write, speak and understand the English language.
- Additional Licenses in other states highly desired

PHYSICAL DEMANDS and WORK ENVIRONMENT

May sit, stand, stoop, bend and walk up and down two flights of stairs intermittently during the day. May sit or stand seven (7) to ten (10) hours per day. May be necessary to work extended hours as needed in varying situations. Finger dexterity to operate office equipment required. May need to lift up to twenty-five (25) pounds on occasion. Visual acuity to see and read fine prints. Specific vision abilities required by this role include close vision, color vision and the ability to adjust focus. Must be able to hear normal voice sounds and speak on the telephone. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this role.

Equal Opportunity Employer: Integrity Rx Specialty Pharmacy is fully committed to employing a diverse workforce. We recruit and retain talented individuals without regard to gender, race, age, marital status, disability, veteran status, sexual orientation and gender identity or any other status protected by federal, state or local law. Integrity Rx Specialty Pharmacy is an Equal Employment Opportunity and Affirmative Action Employer.