

## Administrative Director of Pharmacy

1. A doctorate degree in Pharmacy; a Texas License in Pharmacy; Master's degree is highly desired.
2. Pharmacy leadership experience within a healthcare organization similar to Memorial Hermann (does not have to be the same size as MH-TMC). TMC/Children's is a 1000+ licensed bed teaching hospital; level I Trauma designation. Primary teaching hospital for McGovern Medical School at UTHealth.
3. Title is a Director of Pharmacy-TMC but operates as an Administrative Director with three Directors reporting to this position. Experience leading multiple teams in a hospital environment is required. This includes clinical specialists.
4. Must have a minimum of 5 years experience as a Director/Regional Director or similar of an Inpatient Pharmacy in a hospital setting. May consider a manager if the size of the facility and responsibilities are comparable.
5. Experience with strategic planning, quality improvement and cost savings initiatives.

Texas This Facility seeks to support and lead pharmacy operations of a level 1 trauma and teaching hospital.

TMC/Children's is a 1000+ licensed bed teaching hospital; level I Trauma designation. Primary teaching hospital for McGovern Medical School at UTHealth.

This individual will provide pharmacy services oversight of TMC Adult, Children's, Heart and Vascular, Cancer Center Infusion Center, and various outpatient pharmacy services. Related experience in an academic medical center is essential for this role. There will be three Directors reporting to this position including the Children's Hospital, Ambulatory, and Inpatient pharmacies.

## **Principal Accountabilities**

- Evaluates operations on an ongoing basis, utilizing the principles of continuous process improvement. Develop implement, check, and retool action plans to address variances and improve efficiency.
- Assesses, evaluates, and ensures the competent delivery of pharmaceutical services and provision of drug-related information to inpatients and outpatients according to the needs and age of the patient.
- Identifies staffing needs. Selects, trains, mentors, evaluates and counsels staff as appropriate.
- Establishes the scope of services and develops annual implementation plans that contribute to organizational strategic objectives.
- Communicates with staff and promotes staff ownership in problem-solving and participation in operational decision-making.
- Prepares annual budget, controls and reduces costs, forecasts operational needs, and reviews expenditures to ensure budget limits are not exceeded.
- Serves as a positive role model to staff, ensuring that customer service is a priority.
- Remains visible and accessible to physicians, seeking input and feedback on services, medical staff bylaws, and policy/procedure changes.
- Stays up to date on new developments in healthcare, incorporating innovative systems of delivery while complying with all regulatory and licensing agencies.
- Participates in the development of hospital marketing and business plans to enhance resource allocation, centers of excellence, and product lines.
- Participates in hospital quality improvement teams and other committees as assigned.
- Ensures safe care to patients, staff, and visitors; adheres to all Memorial Hermann policies, procedures, and standards within budgetary specifications including time management, supply management, productivity, and quality of service.
- Promotes individual professional growth and development by meeting requirements for mandatory/continuing education, and skills competency, supports department-based goals that contribute to the success of the organization; serves as preceptor, mentor, and resource to less experienced staff.

- Other duties as assigned.

### **Minimum Qualifications**

**Education: Bachelor's degree in Pharmacy, Master's degree is highly desired and Doctorate of Pharmacy degree preferred. Completion of ASHP accredited pharmacy practice residency or fellowship or demonstration of equivalent experience preferred.**

### **Licenses/Certifications:**

- Licensed by the Texas State Board of Pharmacy

### **Experience / Knowledge / Skills:**

- Five (5) years of experience in a hospital pharmacy.
- Ability to solve problems, establish trust and credibility, and deal effectively with change.
- Demonstrates commitment to the Partners-in-Caring process by integrating our culture in all internal and external customer interactions; delivers on our brand promise of “we advance health” through innovation, accountability, empowerment, collaboration, compassion, and results while ensuring one Memorial Hermann.

### Nice-to-haves

1. Experience with inpatient and outpatient pharmacies
2. Adult and pediatric patient populations combined is a big plus
3. Residency is highly desired.