POSITION POSTING

POSITION: Director of Medication Therapy Management & Telehealth Center (MTMTHC)
LOCATION: College of Pharmacy
REPORTS TO: Assistant Dean, College of Pharmacy
DATE POSTED: January 20, 2017
DATE AVAILABLE: Immediate
REQUISITION NUMBER: 2017280

Summary/Objective: This position is a full-time, 12-month, 40 hours per week, exempt position. The Director of the MTMTHC is responsible for the oversight of the day-to-day operations of the MTMTHC. This includes, but is not limited to: serving as the Privacy/Security Officer, completing all aspects of medication therapy management (Comprehensive Medication Reviews (CMRs), Targeted Intervention Programs (TIPS), Personal Medication Records (PMR), Medication Action Plan (MAP) documentation and follow-up supervision of students and other pharmacists employed by the center, scheduling and training staff, preparing invoices, ensuring that policies and legal regulations are followed, and participation in meetings and continuing education to expand services offered. The Director must be eligible to serve, and serve as, the “pharmacist in charge” for the MTMTHC, which is a non-dispensing pharmacy.

Required Education and Experience: A bachelor’s degree is required. The candidate must be a licensed, registered pharmacist in the State of Ohio with no restrictions on license; 18 months’ to three years’ experience; must carry personal professional liability insurance at all times; be eligible to serve as a preceptor for pharmacy students in the State of Ohio; have no pharmacy license restrictions imposed by the Ohio State Board of Pharmacy; extensive experience with Medication Therapy Management (MTM), and familiarity with its components: CMR, PMR, MAP, intervention/referral, and documentation and follow-up. Must also be knowledgeable regarding billing and reimbursement, as well as optimization of reimbursement for these services; must be technology savvy; should possess excellent supervisory, organizational and training skills; ability to work in and understand the academic environment; skill in program development and execution; demonstrated commitment to the principles of diversity; excellence in communication and presentation skills; excellent interpersonal and communication skills, and ability to work well with other pharmacists, health care providers and students; APhA Medication Therapy Management Certificate training desired; experience with Outcomes MTM platform desired; possess a personal NPI number; and sign and abide by Employer’s Non-Disclosure Agreement.

Preferred Education and Experience: Preferential consideration will be given to pharmacists with experience providing medication therapy management (MTM) or with American Pharmacist's Association (APhA) Medication Therapy Management Certification.

Additional Eligibility Qualifications: The Employee must faithfully, industriously, and to the best of his skill, ability, experience and talents, perform all of the duties required of his position. In carrying out these duties and responsibilities, the Employee shall comply with all Employer policies, procedures, rules and regulations, both written and oral, as are announced by the Employer from time to time. It is also understood and agreed to by the Employee that his assignment, duties and responsibilities and reporting arrangements may be changed by the Employer in its sole discretion without causing termination of this agreement. Employee must:
- be personally responsible for professional liability insurance and must provide proof of such upon request.
- be eligible to serve as a preceptor for pharmacy students in the State of Ohio
- have no pharmacy license restrictions imposed by the Ohio State Board of Pharmacy
- comply with all CMS billing, fraud, waste and abuse, and HIPAA requirements
- sign and abide by Employer’s Nondisclosure Agreement, and
- possess a personal NPI number

Essential Functions:
1. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Conduct MTM Sessions, which includes:
3. Comprehensive Medication Review (CMR)
4. Personal Medication Record (PMR)
5. Medication-related Action Plan (MAP)
6. Intervention and/or referral
7. Documentation and follow-up on recommendations including TIPS
8. Reports to the Assistant Dean of Pharmacy, External Programs/Compliance Officer.
9. Supervises administrative assistants, student employees, and non-faculty pharmacists.
10. Advise and mentor students on research projects.
11. Advise, supervise, and mentor IPPE students, APPE students, and residents.
12. Create invoices for services, distribute invoices, and ensure payment for services.
13. Track student and pharmacist employee hours and ensure payment is received for services.
14. Comply with and ensure employees comply with all CMS billing, fraud waste and abuse and HIPAA requirements.
15. Interviewing and hiring student employees and non-faculty pharmacists.
16. Conduct performance appraisals for non-faculty pharmacists who are employed in the MTMTHC.
17. Renew the State Board of Ohio Terminal Distributor/Consulting Pharmacy license annually.
18. Develop and refine policies and procedures related to operation of the MTMTHC.
19. Ensure that there is access to adequate pharmacy references and that references are updated for student and pharmacist use in the MTMTHC.
20. Provide training for students and pharmacists.
21. Perform all other duties deemed appropriate for the position.

Competencies:

1. Communication Proficiency.
2. Technical Capacity.
3. Problem Solving/Analysis.
4. Thoroughness.
6. Ethical Conduct.
7. Organizational Skills.
8. Personal Effectiveness/Credibility.
10. Teamwork Orientation.

Work Environment: This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

The Office of Human Resources will accept complete applicant files for Requisition Number 2017280 until the position is filled. Send UF Employment Application and résumé to: The University of Findlay, Office of Human Resources, 1000 N. Main St., Findlay, OH 45840, HR@findlay.edu or fax information to 419-434-5976.

This position will accept applications of both on-campus and off-campus simultaneously.

The University of Findlay is an Equal Opportunity Employer/Affirmative Action Employer Male/Female/Disabled/Vet.