



Medications program Manager

CrossOver Healthcare Ministry is seeking a full-time Medications Program Manager to oversee all aspects of the medications program which include procurement of needed medications, inventory tracking, and management of the dispensing of medications to patients. This position reports to the Directors of Operations and the Pharmacist in Charge. The work hours are generally 8:15am to 5pm Monday through Friday, however occasional evening and weekend hours may be required.

Key Responsibilities:

- Oversee the management of the pharmacy, ensuring that the pharmacy complies with relevant state and federal regulations, and RXPartnership guidelines;
- Recruit volunteers for pharmacy. Train and schedule new volunteers;
- Manage dispensing licenses and ensure compliance with relevant law;
- Work with volunteer pharmacists and pharm techs to efficiently dispense medications;
- Maintain a policy and procedures manual for the medications program;
- Create an outcomes framework for the Community Pharmacy, and accurately maintain data and track these outcomes;
- Ensure that all reports are accurate and submitted in a timely manner;
- Track errors and incidents in the pharmacy;
- Maintain a good working relationship with our clinic partners, ensuring that the Community Pharmacy delivers a high level of customer service and problems are resolved effectively in a timely manner;
- Ensure that patients receiving medications from the Community Pharmacy have been appropriately screened for eligibility, and documentation is thorough and up to date;
- Order medications and supplies as needed;
- Maintain an online pharmacy formulary;
- Develop and implement communication strategies so that clinic partners are up to date on inventory issues or policy changes;

Key Responsibilities (con't)

- Coordinate process to ensure that medications are efficiently delivered to partner sites;
- Inventory the pharmacy and sample room as required by CrossOver auditors or government regulatory authority;

- Ensure that expired medications are promptly removed from inventory
- Work with the pharmacy advisory committee to develop and maintain appropriate policies and procedures for the medications program;
- Manage the vaccinations program;
- Supervise the Medications staff.
- Supervise and manage Susie's Fund for Medication Assistance in Hopewell, VA. Travel to Hopewell weekly to ensure compliance with regulations set by the Virginia Board of Pharmacy.

Key Qualifications:

- Knowledge of Board of Pharmacy regulations
- Familiarity with QS1 or similar dispensing system
- Strong interpersonal, analytical and computer skills
- Strong management skills
- Ability to multi-task and develop creative solutions
- Ability to work with diverse group of people
- Bachelor's degree
- Pharmacy Technician registration, or willingness to achieve it within 6 months of hire
- 3 years of experience in a medical setting