

POSITION DESCRIPTION

TITLE: Director, Section of Home, Ambulatory and Chronic Care Practitioners

REPORTS TO: Director, Pharmacy Practice Sections

SUMMARY: Serves as an information resource and provides guidance to ASHP members, staff and others regarding pharmacy practice in various home, ambulatory and chronic care environments in hospitals and health systems; serves as secretary to the executive committee of the ASHP Section of Home, Ambulatory and Chronic Care Practitioners; and provides leadership and engages staff throughout the organization to accomplish the objectives established by the Section and its Executive Committee. Also provides advice and counsel to ASHP on various issues and contributes to the success of ASHP through service on various staff committees and other bodies.

DUTIES AND RESPONSIBILITIES:

- Serves as an information resource and provides guidance to ASHP members, staff and others regarding trends in pharmaceutical services to home, ambulatory and chronic care patients and members' needs with respect to providing those services.
- Provides expert advice to ASHP members, staff and others regarding membership, professional practice, regulatory, legislative, educational and technical issues relating to these trends.
- Monitors the activities of other organizations and builds effective relationships to achieve the goals and objectives of ASHP and the Section; serves as the official ASHP liaison to selected organizations as assigned.
- Monitors the impact of third party payers (private and government) trends and practices on the care of patients in ambulatory environments and on pharmacy practice in these same environments; monitors payment for professional services and product.
- Leads the development and collaborative implementation of ASHP action plans to achieve the strategic objectives of ASHP and the Section.

Position Description

Director, Section of Home, Ambulatory and Chronic Care Practitioners

Page 2

DUTIES AND RESPONSIBILITIES (CONTINUED):

- Meet the needs of members providing pharmaceutical services to ambulatory patients, consistent with ASHP's strategic goals and priorities.
- Serves as staff coordinator of committees (including member committees and advisory groups) as assigned; participates as a member of selected staff committees as assigned.
- Assists with the staffing of major ASHP educational meetings; travels to selected meetings to represent ASHP, gather information about industry trends and to establish synergistic relationships with other groups as assigned and develops and makes speaking presentations as assigned.
- Serves as secretary and principal staff support to the executive committee of the ASHP Section of Home, Ambulatory and Chronic Care Practitioners; coordinates section operations in cooperation with other ASHP Divisions.
- Serves as editor and list administrator for the NewsLink. Monitors, moderates and serves as list administrator for the Section's e-mail list (listserv), and others assigned.
- Assists with the development and implementation of ASHP professional policies and practice standards as assigned.
- Writes manuscripts for publication, major reports, committee minutes and other communications as assigned.
- Interacts with members of the press and other news media to provide pharmacy perspective on issues of importance to ASHP and its members.
- Performs other duties as assigned.

QUALIFICATIONS:

- A degree in pharmacy is required. An advanced degree is strongly preferred.
- Licensed pharmacy practice experience is required.
- Exceptional oral and written communication skills are required.
- Completion of an ASHP-accredited residency is desired.

QUALIFICATIONS (CONTINUED):

- Supervisory or management experience in one or more ambulatory care settings is desired.
- An in-depth knowledge of pharmacy practice in various home, ambulatory and chronic care environments.
- Previous association management or volunteer service in associations is desirable.

CLASSIFICATION: Exempt

Position Supervisor's Signature

Corporate Supervisor's Signature

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