

UW HEALTH JOB DESCRIPTION

PHARMACY BUYER

Job Code: 420030	FLSA Status: Non-Exempt	Mgt. Approval: J. Temple	Date: 02.2023
Department: Pharmacy Services		HR Approval: B. Haak	Date: 02.2023

JOB SUMMARY

The Pharmacy Buyer is responsible for the successful purchasing of pharmaceuticals across the entire UW enterprise. The Pharmacy Buyer is responsible for the accurate processing of purchase orders and providing assistance to internal and external pharmacy customers. The Buyer, with the help of stockroom personnel, is responsible for always maintaining adequate inventory of all products to meet the need of patients.

This person interfaces with several internal and external customers, vendors, and pharmacy staff in a fast paced, ever-changing environment. This role is responsible for moving data between the purchasing software database systems, the Pharmacy I/S computer system and the drug wholesale (prime vendor) computer system.

The Pharmacy Buyer is involved in the ordering and auditing of controlled substances. This position provides consultation to internal customers in Purchasing Operations and ERP system policies and processes.

MAJOR RESPONSIBILITIES

- Provide premier customer service to internal customers, other Support Service departments and supplier representatives. Guide and assist customer departments to adhere to UW Health Purchasing Policies, Procedures and processes. Assist in training departmental requestors.
- Manage Pharmacy Purchasing activities to include workflow monitoring, Purchase Orders, order acknowledgments, order expediting, phone orders, and order processing in a timely and accurate manner. Utilize the prime vendor's ordering system and be familiar with preparing orders through their web portal to assure best pricing.
- Perform routine pricing negotiations, with existing suppliers, for the purchase of goods. Seek cost reduction opportunities with new and existing suppliers.
- Assist departments in utilizing existing contracts, locating sources for supplies and finding alternative products. Expedite or alternate source urgently needed products that do not meet agreed upon delivery dates. Update purchase orders with accurate arrive dates, product availability and backorder status. Advise suppliers and internal customers of lead times, shipping errors and back orders.
- Resolve disputes between UW Health and suppliers to the satisfaction of both. Resolve pricing, unit of measure, quantity and other issues to ensure order accuracy and timely payment of supplier invoices
- Participate in process improvement projects and initiatives. Take ownership of departmental processes.
- Assure compliance with the Drug Supply Chain Security Act (DSCSA)
- Oversee the pre-booking and management of vaccines.
- Conduct price audits
- Maintain records of Controlled Substance Ordering Systems (CSOS)
- Collaborate within category management structure to provide premier customer service to colleagues and internal customers.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma
	Preferred	Bachelor's Degree in Business or related field.
Work Experience	Minimum	Three (3) years of related experience within the area of purchasing, ordering of supplies or inventory control; or three (3) years of experience as pharmacy technician
	Preferred	Two (2) years of experience in a pharmaceutical setting
Licenses & Certifications	Minimum	As defined by the enactment of 2021 WI Act 100, all candidates hired on or after March 1, 2023, must apply for registration as a Pharmacy Technician with the WI Dept of Safety and Professional Services ("DSPA"), and provide proof of application to their UW Health Recruiter prior to their start date. Failure to do so will result in delay of start date or withdrawal of offer. Current incumbents or those

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		starting in an impacted role prior to March 1, 2023, are required to provide proof of application to their department designee no later than March 31, 2023.
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Understanding of policies and procedures related to procurement activity. • Understanding of sound business practices and principles. • Excellent communication (verbal and written), interpersonal and professional interactive skills. Ability to effectively present information and respond to questions from suppliers, customers, management and inter-department staff. • Portray a professional demeanor with procurement team members, customers and vendors alike. • Ability to work in a team environment and collaborate with a variety of professionals. • Ability to work with all levels of UW Health staff interacts primarily with staff and managers. • Excellent organizational skills. • Ability to work independently with little supervision. • Planning / Organization - Ability to prioritize and manage multiple priorities/deadlines and shift priorities as necessary. Uses time effectively. • Problem Solving - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. • Judgment - Displays willingness to make decisions. Exhibits sound and accurate judgment. Makes timely decisions. • Professionalism - Approaches others in a tactful manner. Reacts well under pressure. Follows through on commitments. • Team player attitude with the ability to work independently. • Detail Oriented – Attention to details and accuracy. • Proficient use of MS Office (Word, Excel and Outlook).

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight

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	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.