UNION JOB DESCRIPTION

JD5273

JOB TITLE:	Pharmacy Buyer	**JOB DESCRIPTION NO.:**	5273
CLASSIFICATION:	Buyer; Inventory Analyst	**GRID/PAY LEVEL:**	F SD27
COLLECTIVE AGREEMENT:	Facilities Subsector	**HSCIS NO.:**	10907; 10906
UNION:	HEU	**JOB/CLASS CODE:**	40732
PROGRAM/DEPARTMENT:	Pharmacy	**BENCHMARKS (If Applicable):**	10907; 10906
REPORTING TO:	Supervisor-Inventory & Purchasing or designate		
FACILITY/SITE:	Royal Jubilee Hospital		

JOB SUMMARY:

In accordance with the Vision, Purpose, and Values, and strategic direction of the Vancouver Island Health Authority (Island Health), patient & staff safety is a priority and a responsibility shared by everyone; as such, the requirement to continuously improve quality and safety is inherent in all aspects of this position.

Reporting to the Supervisor-Inventory & Purchasing or designate, the Buyer purchases pharmaceutical items for Island Health Pharmacies, and other areas supported by Pharmacy Purchasing, following departmental purchasing policies and procedures. With the Drug Shortage Pharmacist, and other stakeholders, contributes to solving supply issues by researching the market for alternate pharmaceutical options. Researches pharmaceutical item availability, hosts meetings, expedites delivery of purchases outstanding and contributes to provincial committee groups related to pharmaceutical procurement or supply chain shortages.

Travel may be a requirement of this position. If applicable, transportation arrangements must meet the operational requirements of the Vancouver Island Health Authority in accordance with the service assignment and the incumbent must be able to operate a motor vehicle.

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Consults and engages with departments and vendors to conduct current marketplace analysis and synthesize information into effective models that support the decision making process for all aspects of medication purchasing: strategic sourcing, category management and operational procurement.

2. Develops, implements and maintains stock control systems and procedures utilizing a computerized information system to control and provide information regarding inventory content and levels.

3. Establishes and/or revises re-order points and quantities by reviewing a variety of information such as usage, availability, cost and storage requirements to ensure optimum inventory levels are maintained.

4. Controls inventory content and levels by reviewing and analyzing stock/non-stock usage reports and stock status reports; confers with user departments regarding inventory requirements.

5. Ensures accuracy of all data used by Purchasing by gathering data from multiple data sources and accurately synthesizing in order to support strategic sourcing projects.

6. Prepares procurement reports and statistics to measure commodity and/or supplier performance.

7. Consults with Pharmacy sites on analytics pertaining to contract adherence, purchased, usage data and vendor selection.

8. Under direction of a leader, analyses data and provides input/recommendation for process improvement.

9. Reviews requisitions and consults with user departments/programs regarding requirements for the acquisition of pharmaceuticals, including specifications, quantity, quality, costs and delivery dates; recommends substitutes to improve delivery and/or costs.

10. Monitors compliance with contractual terms and conditions and carries out follow-up activities, such as monitoring delivery dates, resolving shipping problems, and expediting late deliveries by responding to inquiries and complaints, investigating order discrepancies, reviewing backorder situations, making price adjustments, and arranging for credit, return or exchange as appropriate; mediates disputes that may arise between parties.

11. Contacts suppliers for information such as price, delivery dates, quality, suitability, and taxes; selects suppliers, negotiates prices and delivery dates and places orders for pharmaceuticals either by telephone, fax or electronically utilizing the computerized purchasing system, the Internet or other computerized software; and maintains related files and records.

12. Contacts suppliers to maintain sources of supply; maintains supplier representative contacts through meetings, interviews and negotiations. Evaluates and provides information on supplier performance as required.

13. Monitors the integrity of the Purchasing system by continually updating pharmaceutical prices and descriptions.

14. Records all outside pharmaceutical sales and forwards billing information to Pharmacy Purchasing Clerk for processing.

15. Hosts internal supply chain meetings and meets and consults with other site departments.

16. Sends requests to Pharmacy Informatics to have medications added and or updated in computer system.

17. Performs other related duties as assigned.

QUALIFICATIONS:

Education, Training And Experience

Grade 12, supplemented by recognized purchasing courses, plus five years' recent related experience or an equivalent combination of education, training and experience.

Skills And Abilities

- Ability to deal with others effectively.
- Ability to communicate effectively, both verbally and in writing.
- Ability to organize work.
- Physical ability to carry out the duties of position.
- Ability to operate related equipment.