ROTATION DESCRIPTION

ROTATION TITLE
Business Services - Health System Pharmacy Administration (PGY2)

PURPOSE
The purpose of this rotation is to provide the resident the opportunity to develop knowledge and skills in managing health system pharmacy financial performance.

LEARNING EXPERIENCE DESCRIPTION
The resident will work directly with the pharmacy services Business Manager and Director of Pharmacy. This experience is scheduled for the 3rd quarter of the resident year for a duration of four to twelve weeks.

LEARNING EXPERIENCE ACTIVITIES
- Develop the operating budget for a departmental cost center
  (R4.2.1)
- Develop a capital budget proposal
  (R4.2.2; R4.3.1)
- Prepare the variance explanation for a departmental cost center
  (R4.2.3)
- Design and implement a cost management project
  (E6.3.2)
- Participate in the compilation, submission of data for the quarterly Action OI report
  (R4.1.1; R4.1.2)
- Review and update the "UHC and Similar to MUSC" Action OI compare group
  (R4.1.1; R4.1.2)
- Participate in the compilation and presentation of the Key Indicator Report
  (R4.1.1; R4.1.2)
- Develop a proposal for a new pharmacy service
  (R4.3.1; E4.1.1)
- Participate in the department's revenue capture program
  (R4.4.1; R4.4.2; E4.2.1)
- Process payroll and prepare management reports in collaboration with the Business Manager and staff
- General performance expectations of the management resident
  (R6.1.1; R6.1.2; R6.1.3; R6.1.4; R6.1.6; R6.1.8; R6.1.9; R6.1.10; E6.3.2)

REQUIREMENTS OF THE LEARNING EXPERIENCE

Required hours
8:00 AM to 5:00 PM (may vary based on activities for the day)

Required meetings
As assigned by the preceptor.

Required presentations
As assigned by the preceptor.

Required readings

Financial Management for Health System Pharmacists, Bethesda, MD, American Society of Health System Pharmacists. 2008.

Chapter 1	Review of Financial Management and Cost Accounting Principles
Chapter 3	The Health Care Budget Process
Chapter 8	Budget Variance Analysis and Controlling Operational Results
Chapter 10	Budgeting Revenue
Chapter 11	Pharmaceutical Reimbursement

Hoffman JM, Shah ND, Vermulen LC, et al. Projecting Future Drug Expenditures - 2008. Am. J. Health Syst. Pharm., Feb 2008; 65: 234 - 253

ROTATION PRECEPTORS

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The resident will have significant experience with the following leadership staff:

Andrew Smith, MBA
Phone: 792-6844
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METHOD OF EVALUATION

Evaluation of residents will be based on the learning experience objectives outlined by the Residency Program Director (RPD). The RPD will identify the specific goals and objectives on which the resident will be evaluated (available in E-Value). The preceptor and resident will review the resident's customized plan and the learning experience introduction document on the first day of rotation. Feedback will include, but not be limited to, verbal and written mid-point and end of rotation evaluations.