



## **JOB DESCRIPTION**

### **340B Program Coordinator**

**Reporting to:** Manager, Resource Development

**EEO Category:** Professionals

**Date Created:** 11/04/2019

**FLSA Classification:** Non-Exempt

**PRO:** Office Based

**Date Modified:** 01/07/2020

#### **POSITION SUMMARY**

The Program Specialist will be responsible for the ongoing operation, growth, and compliance of the 340B program, as well as assisting with a variety of business development projects for the agency.

#### **ESSENTIAL RESPONSIBILITIES**

##### **Program Enhancement/Optimization**

- Within the 340B program, assess opportunities for cost savings and business improvements and develop/propose strategies to address those opportunities.
- Within the 340B program, identify opportunities for cost savings and system improvements to yield higher compliance and develop/propose strategies to address those opportunities.
- Analyze utilization of the program and software to identify ways to compliantly use the 340B Program to its fullest extent to meet the needs of underserved patients and develop/propose strategies to achieve that goal.

##### **Policy and Procedure Development**

- In collaboration with the Manager of Resource Development, ensure that policies and procedures are developed, implemented, and maintained according to organizational, state, and federal requirements and guidelines, and are approved by all appropriate parties.
- In collaboration with the Manager of Resource Development, establish consistent policies and procedures for 340B that ensure productivity and efficiency so that long-term management of the program does not hamper operations or create unnecessary costs.
- In collaboration with the Manager of Resource Development, develop/share training materials, as necessary, to educate staff and leadership on the 340B program.

##### **Rules/Guidance Surveillance**

- Monitor and assess 340B guidance and/or rule changes, including, but not limited to HRSA/OPA rules and Medicaid changes. Attend regular 340B trainings and share lessons and informational updates with leadership.
- Routinely monitor industry publications and websites as well as the professional media, literature, and peers to ensure that the institution has the latest information regarding interpretations, rulings, suggestions, and advanced ideas for improving participation.
- Ensure that the covered entity and pharmacy partners is continuously compliant with 340B federal regulations.
- Serve as the resident expert regarding 340B Program legislation and policy changes from HRSA and OPA, informing and collaborating with business development and compliance teams.

### **Registration/Recertification**

- Responsible for ensuring that the annual HRSA recertification is completed within the allowable time frame.
- Responsible for ensuring that the HRSA 340B OPAIS is accurate for all organization entities.
- Responsible for ensuring registration of any new associated sites are within the allowable time frame.

### **Self-Audits**

- Develop, execute, and document monthly self-audits of the 340B process. Coordinate and ensure the prompt response to findings.
- Conduct and/or coordinate an independent, annual audit of the covered entity and all contract pharmacies. Document results and follow-up on any findings.
- Review and monitor all points of service where 340B participation occurs to ensure policy and procedure compliance, covered entity eligibility, and “covered patient” eligibility.
- Responsible for managing and maintaining records of all contract pharmacy and 340B vendor billing records and monitoring invoices for accuracy.
- Monitor utilization records and 340B purchasing accounts to ensure that software or tools are working properly and accurately, performing audits or compliance assessments.
- Monitor 340B compliance within workflow processes.
- Ensure compliance with all aspects of the 340B Program and implements all applicable aspects of HRSA’s Office of Pharmacy Affairs guidance, as well as organizational policies and procedures.
- Ensure that audits follow current regulatory compliance recommendations.
- Serve as the point person and coordinator for all audits, internally initiated and externally mandated.
- Coordinate responses to any needed program remediation.
- Distribute monthly reports related to all aspects of the 340B program.

### **340B Contract Management**

- Review and serve as the point of contact for negotiating new or renewing 340B contracts. Maintain all 340B contracts and review at regular intervals.
- Manage relationships with all contracted 340B partners.
- Evaluate all current and future contract pharmacy opportunities and business development opportunities as they relate to 340B, including contract language, fee structure, data setup, and internal and independent external auditing.

### **Program Enhancement/Optimization**

- Assess opportunities for cost savings and business improvements in 340B contract pharmacy utilization or internal pharmacy utilization.
- Assess opportunities for cost savings and system improvements to yield higher compliance.
- Analyze utilization of the program and software to identify ways to compliantly use the 340B Program to its fullest extent to meet the needs of underserved patients.

### **Purchasing/Inventory Oversight**

- Monitor purchasing records and inventory levels for 340B compliance and discrepancies.
- Monitor 340B pricing exclusions or shortages.
- Participate with the Prime Vendor and review 340B formulary pricing on a regular basis.

### **Third-Party Administrator Maintenance**

- Maintain 340B TPA software integrity and reviews reports to identify areas for improvement.
- Coordinate the regular transfer of needed covered entity information for proper TPA activity.

- Regularly review the performance and cost efficiency of TPA partners.

### **Professional Development**

- Complete and maintain compliance with required trainings and education required for the position
- Successfully complete the Apexus 340B University program and Advanced 340B Certification Program.
- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Proactively create and execute a professional development plan to stay current within field

### **Business Development Administration & Research**

- Conduct community research, assist with needs evaluations, and community resource mapping and databasing
- Assist with the identification and evaluation of community partners, including financial and programmatic reviews.
- Assist with proposal, grant, and application development and submission

### **Core Values**

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

### **Position-Specific Competencies**

- **Flexible:** Ability to switch between projects as required for position, quickly adapt to changing demands and address emergent situations
- **Problem-solver** - Critical, creative thinker in solving problems
- **Collaborative** - Work cooperatively with internal and external stakeholders
- **Detail-oriented** - Exercise organizational discipline in maintenance of accurate documentation systems and report submissions
- **Effective communicator** – Use 2-way communication that demonstrates warmth, clarity, and professionalism

## **CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE**

### **Education**

- Bachelor's degree in business, administration, healthcare administration, or pharmacy administration or a directly-related field from a college/university accredited by the US Department of Education preferred **OR**
- High school diploma/equivalent **AND** related experience considered in lieu of degree

### **Experience**

- Previous work experience in a healthcare/pharmacy administration setting preferred
- Previous work experience with 340B programs highly preferred
- Previous work experience with the HRSA Electronic Handbook interface preferred

### **Other**

- Ability to meet or exceed metric standards that have been established for this organizational level or position within Aspire
- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism

- Demonstrate respect for client confidentiality practices
- Must be able to work independently as well as collaboratively within a team setting
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Must comply with all Aspire policies and procedures, as well as Aspire's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Exercise due diligence to prevent, detect, and report program by fellow co-workers, professional affiliates and/or agents
- Display a positive work ethic

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

The nature of work may generate considerable physical (transporting, moving, assisting clients, etc), mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Heavy exposure/use of computers, cell phones, office phones, etc.
- Daily, weekly, monthly and annual deadlines
- Ability to communicate effectively by phone or in person
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Frequently required to be physically mobile (stand, walk, reach, use hands and finger, stoop, kneel, crouch or crawl, climb, balance, bend) throughout work hours, and also the ability to sit for prolonged periods throughout work hours
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to regularly lift files, open filing cabinets, climb to reach higher files and lift average-weight objects up to 25 lbs; must be able to occasionally lift and/or move 50 or more pounds
- Must be able to respond appropriately and effectively in crisis situations by using good judgment and following Aspire protocols

### **Background Checks**

Employment is contingent on background checks as required by Aspire's policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

### **Supervisory Responsibilities**

This position has no supervisory responsibilities

**Work Hazard Category**

Category III - Normal work routine involves no exposure to blood, body fluids, or tissues

**Employee Statement of Understanding**

I have read and understand the job description for my position. I understand this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Employees will be required to follow any other job-related instructions and to perform any other job-related responsibilities requested by their supervisor. Duties, responsibilities and activities may change at any time with or without notice.

I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I will strive to uphold the mission and vision of the organization. I am required to adhere to the values in all my interactions with customers and fellow employees.

As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name