



Position Profile

Pharmacy Manager

for

ProHealth Pharmacy, LLC, a division
of **Rosecrance Health Network**
Rockford, Illinois

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I. Overview

On behalf of our client, **ProHealth Pharmacy, LLC**, a division of **Rosecrance Health Network** (www.rosecrance.org), the Furst Search Group is recruiting and evaluating candidates for the **Pharmacy Manager** position. Located one hour west of Chicago O'Hare airport in Rockford, Illinois, **Rosecrance Health Network** is a highly respected substance abuse provider and is recognized as the leader in substance abuse treatment in northern Illinois, including the Greater Chicago area, for both adolescents and adults.

In recent years **Rosecrance Health Network** has grown from a single facility specializing in adolescent substance abuse to a rapidly growing organization with multiple facilities located in the greater Rockford and Chicago areas. The **Pharmacy Manager** will be an active and valuable participant in the continued growth and prosperity of **Rosecrance Health Network!**

II. The Client Organization

Founded in 1916 in Rockford, Illinois, **Rosecrance Health Network** is a private, not-for-profit, multiservice organization that offers immediate assistance for adolescents and adults who are exhibiting signs or symptoms of alcohol and/or other drug involvement. The organization is committed to the delivery of high quality substance abuse treatment services for the affected individuals and their families.

Rosecrance Health Network consists of several distinct divisions that include:

- **Rosecrance Health Network**
 - Aspen Counseling and Consulting, LLC
 - ProHealth Pharmacy, LLC
- **Rosecrance, Inc.**
 - Rosecrance Griffin Williamson Campus (Adolescent Treatment)
 - Monarch Recovery Homes for young women
 - Rosecrance Harrison Campus (Adult treatment)
 - Home Base Recovery Home
 - Rosecrance Outreach Offices
 - Northfield, Illinois
 - Naperville, Illinois
 - Frankfort, Illinois
- **The Rosecrance Foundation**
- **Rosecrance Properties**

Rosecrance Health Network is the management organization that provides financial, resource development, human resources, marketing, and management services for all of the Rosecrance

affiliates.

Rosecrance Griffin Williamson Campus. In 2000, Rosecrance embarked on its biggest project to date: the construction of the [Rosecrance Griffin Williamson Campus](#), a \$14 million, 78-bed, state-of-the-art adolescent treatment center surrounded by 50 acres of natural landscape and the highly praised Japanese-influenced [Rosecrance Serenity Garden](#). The campus setting offers a therapeutic atmosphere designed for privacy and client-centered activities for the young people and families that Rosecrance serves. Rosecrance Griffin Williamson Campus offers the following programs:

- Prevention programs that include education and training
- Student assistance programs
- Outpatient programs
- Inpatient programs
- Recovery challenge program

The **Monarch Recovery Homes** provides long-term residential services for adolescent girls. This program provides structure, on-going support, safety, independent living, and counseling to the participants. Strategically located throughout Rockford, these homes include:

- Marlowe House, a beautiful new facility on the far east side of Rockford
- Hillman House

Rosecrance Harrison Campus is located in a beautiful 49,000 square foot facility nestled on 10 acres of land just west of Alpine Road on Harrison Avenue in Rockford. This contemporary seventy-two (72) bed treatment center is designed to provide a therapeutic milieu conducive to recovery from substance abuse. A complete childcare facility and playground, a serenity walking path, an exercise center, and a chapel all enhance the healing environment. Rosecrance Harrison Campus offers the following programs:

- Outpatient programs
- Inpatient programs
- Detoxification programs
- Women's programs
- Family services
- Employee assistance programs
- Alumni Club

HomeBase Recovery Home is designed to provide women and their children with a safe and supportive environment, utilizing outpatient and case management services to maintain their recovery while developing skills to improve family cohesion and work toward productivity, self-sufficiency, and independence.

Rosecrance programs are based on the disease model of addiction. All programs sensitively integrate individual differences and needs with the 12-Step treatment philosophy. Both the adult and adolescent rehabilitation programs utilize a multi-disciplinary clinical treatment team that includes medical directors, board-certified addictionologists, attending physicians, certified substance abuse

counselors, licensed clinical social workers, a professional nursing staff, a consulting dietician, and a chaplain.

Rosecrance Health Network has combined annual revenues of approximately \$33 million. The organization has grown rapidly since 1992, expanding from one (1) site with fifty-two (52) employees to eight (8) sites with three hundred and twenty (320) employees. Today, the various Rosecrance facilities serve more than 5,000 youth, adults, and families each year!

Rosecrance Health Network programs are accredited by the Joint Commission on Accreditation of Healthcare Organizations and licensed and partially funded by the Illinois Department of Human Services. Rosecrance is approved by most insurance companies and is a certified medicaid provider. **Rosecrance Health Network** is a member of the Illinois Alcohol and Drug Dependence Association and the National Association of Addiction Treatment Providers. In addition, Rosecrance is affiliated with the Northern Illinois University College of Health and Human Sciences.

III. POSITION DESCRIPTION

A. Reporting Relationships

The **Pharmacy Manager** will report directly to the Vice President of Finance of Rosecrance **Health Network**. Also reporting to the Vice President of Finance:

- Controller
- Accounting Manager
- Manager of Corporate Billing
- Payroll Clerk
- Billing Clerks
- Accounts Payable Clerk
- Accounting Clerk

Reporting directly to the **Pharmacy Manager** includes:

- Pharmacist
- Pharmacy Staff

B. Experience, Qualifications, and Education

The qualified candidate will have a PharmD (Doctor of Pharmacy) with a minimum of five (5) years of successful experience in a Pharmacy Manager role.

Specific qualifications will include:

- Demonstrated ability to coordinate the drug distribution and clinical pharmacy activities for treatment and supports departments within Rosecrance.

- Working knowledge of all State and Federal licensing requirements
- Demonstrated entrepreneurial business spirit
- Demonstrated ability in business strategy and strategic thinking/planning
- Ability to establish and implement long-range plans, forecasts, evaluations, and goals
- Ability to successfully conduct and complete complex projects in a timely manner
- A willingness to establish and maintain effective working relationships with peers, subordinates, and superiors in an environment where close teamwork is required
- Well-developed managerial/supervisory skills

C. Personal and Professional Attributes

The qualified candidate will have a personal style which includes the following traits:

- Highly professional behavior and appearance
- An extremely high level of integrity and ethics
- Strategic thinker--creative and forward-looking attitude
- Exceptional interpersonal skills and desire to help others
- Strong scientific aptitude
- Extremely conscientious and detail oriented
- Team player
- Well-developed communication skills (oral, written, listening) to complete required documentation within the time frames prescribed
- Well-developed leadership skills (planning & goal setting)
- Emotionally and medically able to perform essential responsibilities
- Energy and initiative levels required for success
- Results oriented
- Demonstrated use of good judgment
- Free from active or infectious diseases

D. Basic Function and Responsibilities

The **Pharmacy Manager** will possess the professional skills and learning aptitude to effectively comprehend, organize, prioritize, communicate, and direct all components of each responsibility undertaken. The successful candidate will be directly accountable to the Vice President of Finance for performance of duties and for the implementation of services in accordance with the philosophy and concepts of **Rosecrance Health Network**.

Specific responsibilities will include:

- Coordination of established pharmacy policy concerning drug patient care through safe and efficient methods
- Work hours prescribed by the Director – Finance and any additional hours deemed necessary

for the responsibilities assigned

- Supervise pre-packing of drugs and control procedures
- Provide drug information such as dosing, compatibilities, formulary substitutes, etc. to nursing, physicians and other health care practitioners
- Review and interpret physician's orders for appropriateness relevant to other departments (i.e., drugs for diagnostic procedures, laboratory tests, etc.) ensure that overdoses/underdoses have not been prescribed and that interactions, incompatibilities, or toxic compounds will not result from the combination of medications,; assure drugs are appropriately labeled and stored, an utilized according to physician's instructions
- Purchase, store and distribute medications as appropriate and required
- Practice effective Inventory Control
- Monitor pharmacy procedures to ensure compliance with State and Federal regulations
- Monitor, review, and revise pharmacy procedures as appropriate for continued compliance with all State and Federal regulations
- Responsible for Audits and Visits by governing bodies
- Maintain all documentation in a timely and accurate manner
- Provide consultation and advise the medical and nursing teams about new medications
- Supervise pharmacy staff and perform managerial duties
- Understand and comply with all of the principles established by the Rosecrance Corporate Compliance Program and Code of Ethics
- Perform all responsibilities in compliance with the mission, vision, values, and expectations of Rosecrance (please see www.rosecrance.org)
- Deliver exceptional customer service consistently to every customer
- Serve as a role model for other staff, patients, and customers and demonstrate positive guest relations in representing Rosecrance
- Assume other related responsibilities as delegated by the Vice President of Finance

E. Compensation, Benefits and Relocation

The compensation package will consist of a competitive base salary. In addition, **Rosecrance Health Network** offers a very attractive benefit package, including medical, prescription coverage, dental, life insurance, long-term disability, spending accounts, 403(b) Plan, Accidental Death & Dismemberment insurance, employee assistance program, tuition reimbursement, and retirement plan. A generous comprehensive paid time off bank that includes vacation time, sick time, personal time, and holidays.

F. The Opportunity

The **Pharmacy Manager** will have the opportunity to make a major impact on the continued success of **Rosecrance Health Network**. The organization is well established and has positioned itself in a leadership role in the treatment of substance abuse.

As a member of the Rosecrance team, the successful candidate will be in a highly visible and significant area of the organization. As a key member of **Rosecrance Health Network**, this person will have the opportunity for continued professional development, and career growth.

Rosecrance Health Network is an Equal Opportunity Employer
M/F/H/V

IV. Community Information

Rockford, Illinois

Rockford, the second largest city in Illinois with more than 250,000 people in its metropolitan area, is located only 80 miles northwest of Chicago via Interstate 90 and is in the center of a rich agricultural area just south of the Wisconsin border. Founded in 1834 and named for the ford across the Rock River, Rockford was midway between Chicago and the booming lead mines of Galena, Illinois. The City was settled throughout the last half of the nineteenth century by immigrants from Sweden, Italy, Ireland, and other European countries. Rockford quickly became a manufacturing center because of its abundant water power. Knitting mills and products for the agriculture market were followed by a flourishing furniture industry around the turn of the century. Beginning with World War II, Rockford built a name as one of the largest metal working centers of the United States. Today, its large machine tool and fastener industries produce over 6,000 diversified products which are distributed throughout the world by more than 600 industries located in Rockford and the surrounding area.

Surrounding Communities

Rockford is surrounded by smaller towns, both in Illinois and Wisconsin, offering interesting histories and leisure activities. Byron, Oregon and Dixon are situated southwest of Rockford along scenic Illinois Route 2 which borders the Rock River. Lowden and White Pines State Parks and the Blackhawk Statue, which stands high above the river, are all sites to see. To the west, Route 20 leads to Freeport and historic Galena with impressive views of the surrounding countryside from the bluff road. Twenty minutes to the north the picturesque main street of Rockton invites visitors to browse in the numerous small shops.

In Wisconsin, Monroe is a worldwide cheese-making center, New Glarus is a quaint town full of architecture and crafts reflecting the mainly Swiss-descended inhabitants, and Lake Geneva to the northeast is a water and sports resort center. To the east, Belvidere is the location of Green Giant and Chrysler Corporation industries along with acres of beautiful parkland, bordering the Kishwaukee River. To the southeast, DeKalb is home to Northern Illinois University.

Highlights of Rockford include:

HEALTHCARE

Three modern, well-equipped hospitals are located in Rockford: Saint Anthony Hospital, Swedish American Hospital, and Rockford Memorial Hospital. These facilities attract a high level of professionalism represented by the more than 300 doctors who serve the community.

EDUCATION

The Greater Rockford area is serviced by several public school districts including the Rockford Public School District, the Belvidere Public School District, the Harlem Public School District, the Hononegah Public School District, and the Byron Public School District.

In addition, many church-sponsored, Montessori, and secular schools make up the more

than 20 private schools in the Rockford area. College level work can be pursued at Rockford College (a 4 year liberal arts college), Rock Valley College (a 2 year community college), and Northern Illinois University which operates a new Rockford facility and the main campus in DeKalb. Advanced degree work can be pursued in Rockford at Rockford College, the University of Illinois, and Northern Illinois University.

RELIGION

More than 160 churches and temples offer spiritual and educational assistance to various religious faiths. All major religions in the world are represented in the Rockford area.

CULTURE

Few communities the size of Rockford can match its cultural resources. Music, art, dance, and theater are offered in great variety. The Rockford Arts Council coordinates activities of all arts groups and is a valuable source for arts information. The Rockford area also supports a number of interesting and educational museums.

MUSIC

The Rockford Symphony Orchestra, supported by the Orchestra Guild, is composed of area musicians who offer a five-concert season, featuring guest artists, plus youth symphony programs. The Kinderkonzert each year is a popular children's concert. The Community Concert Association and the Mendelssohn Club also host yearly concert series. The Svea Soner Swedish Men's Chorus and the Lyran Society both offer singing opportunities for area men and listening enjoyment. The Kantorei Boy's Choir and the Phantom Regiment Drum and Bugle Corps are nationally known groups, which involve over 250 youth in the area. In addition, Rock Valley College's musical performing groups – the Community Chorale, Old Towne Band, Community Band and Community Jazz Ensemble are open to adults in the area. A band shell in Sinnissippi Park provides free evening concerts in the summertime.

ART

The Rockford Center for Arts and Sciences, located downtown at 401 South Main and open daily, features traveling and local visual art exhibits as well as side lectures on topics relating

to art, free of charge. The Rockford Art Museum's permanent collection is shown semi-annually, interspersed with changing exhibits, which are rotated about every six weeks. Admission is free and it is open Tuesday through Sunday. Located at 711 North Main, the museum also sponsors art contests for area students and offers art classes. The museum holds the Greenwich Village Art Fair on the Davis Park grounds each fall, which draws artists from as far away as Canada to display and sell their work for thousands of viewer-buyers.

The Clark Arts Center at Rockford College includes two galleries, which provide space for exhibits by students, faculty and noted professionals from around the world. The college's permanent collections are displayed throughout the center.

The Discovery Center, a "hands on" children's museum located on North Main Street, has

permanent as well as traveling displays that enable kids of all ages to learn without worrying about being told not to touch.

Besides private galleries and weekend art, craft and antique shows held at public places are frequent happenings.

DANCE

The Rockford Dance Company, organized in 1973, has about 50 members ages 12 to 25, who are selected by audition each fall. Participation in workshop classes and continuous study in outside studios lead up to a major concert held each year. In addition, the company performs with the Rockford Symphony Orchestra and sends troupes to elementary schools with a lecture-demonstration program. In addition, Rockford College's Dance Department and many private studios open recitals to the public.

THEATER

Theater production abounds in and around Rockford. Rock Valley College's Starlight Theater produces musicals for summertime entertainment on an outdoor stage. Its Studio Theater series offers plays throughout the year including original works by local playwrights. Rockford College's Drama Department offers classical and contemporary productions that are enhanced by the exceptional dual theater facilities of the Clark Arts Center. Beloit College's Court Theater also hosts a schedule of plays.

MUSEUMS

There is a Burpee Museum of Natural History at 813 North Main Street, which has extensive exhibits on the biology, geology, anthropology, Indian lore and wildlife of the area. It is open year round Tuesday through Sunday afternoons.

The Erlander Home is maintained by the Swedish Historical Society and exhibits mementos of the city's Scandinavian heritage. At 403 South Third Street, it is open Sundays, 2-4 PM. Tinker Swiss Cottage at 411 Kent Street is a bit of century-old Switzerland perched high above a stream in the middle of the city. Its furnishings include earthwork, fabrics, statuary and handcrafted pieces from around the world dating to the 1850s.

At the Rockford Museum Center and its Midway Village, Rockford's past is captured and displayed in original and copied buildings, including a blacksmith shop. Located on Guilford Road, it is open all year, Tuesday through Sunday afternoons.

At the Discovery Center Museum, you can visit two stories of hands-on exhibits, games and activities that turn learning into playtime fun for kids of all ages. The center has many favorite activities: displays on magnetism and lighting, the shadow room, and the "whole body bubble". Located on North Main as part of the Riverfront Museum Park, the Discovery Center is closed Mondays.

RECREATION

The old saying "that those who work hard, play hard" applies to Rockford! Rockford offers recreational activities that will appeal to every interest. For example, golf courses (6 public and 3 private courses), tennis courts (two private indoor clubs, 3 private outdoor clubs, and over 60 public outdoor courts), a paved river-side recreational path, two indoor ice skating facilities, numerous outdoor swimming facilities, indoor soccer facilities, indoor volleyball facilities, numerous indoor racquetball facilities, 2800 acres of public parks, and a beautiful state park are available to local residents. The Rockford YMCA is considered to be among the best in the United States.

For the individual looking for professional excitement, Rockford offers the Rockford Ice Hogs (professional hockey), the Rockford River Hawks (professional minor league baseball), the Rockford Rampage (professional indoor soccer), the Rockford Speedway, and the Rockford Ski Broncs (a professional water skiing team headquartered on the Rock River). Rockford also hosts the Rockford Annual Pro-Am Golf Tournament in July of each year and an annual Professional Tennis Tournament in March.

Finally, the annual Rock River Regatta is the largest non-university related regatta in the Midwest. This event occurs during the Fall of each year and features many of the best crews in the nation.

V. Contact Information

THE FURST SEARCH GROUP Executive Search

Established in 1971, the Furst Search Group has successfully provided search services for over 2,000 engagements in industries such as manufacturing, government, education, and financial services. Our ability to utilize diverse resources enables The Furst Search Group to consistently out-perform the competition. The percentage of repeat business (over 70%) testifies to the fact that the firm is a well-respected and trusted executive search organization.

The Furst Search Group is committed to the highest degree of professionalism in the search process; and we apply this standard to every search that we conduct. These same standards of excellence will be applied in the search for a **Pharmacy Manager**.

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