

UW HEALTH JOB DESCRIPTION

PHARMACY BUSINESS ANALYST

Job Code: 2274	FLSA Status: Exempt	Mgt. Approval: S. Rough	Date: 11.2018
Department: Pharmacy Informatics, 13030		HR Approval: K. Sawyer	Date: 11.2018

JOB SUMMARY

The Pharmacy Business Analyst serves as a liaison between the Ambulatory Pharmacy Department and key external stakeholders. The Pharmacy Business Analyst will partner with stakeholders to develop resources, promotional materials, and business analytics reports. The Pharmacy Business Analyst will evaluate potential contracts, review current business arrangements and the financial impact on the organization, evaluate the marketplace to ensure UW Health is well-positioned to be successful.

The Business Analyst reports to the Director, Ambulatory Pharmacy Services and works closely with employees and leaders across UW Health, Quartz, the UW School of Medicine and Public Health and other entities, as needed.

MAJOR RESPONSIBILITIES

- Participate in and/or lead improvement projects
- Interview clients to identify and document requirements for data, analytical reports, ad-hoc queries, , data quality and performance. Clients will include directors, managers and staff.
- Research existing reports, issues, concerns, and data quality related to requirements.
- Ensure stakeholders make commitments and are actively involved during projects and initiatives.
- Develop business requirement documentation and conduct subsequent peer and customer reviews.
- Ensure high-level business needs have been decomposed and translated into functional specifications for data warehouse team.
- Work with subject matter experts to understand source tables, existing reports, potential benefits, risks and business rules.
- Recommend appropriate scope of to-be-addressed requirements for a given iteration / deliverable / release and obtain client agreement.
- Evaluate payor and manufacturer contracts to understand the financial and patient-level impact of contract terms and conditions.
- Evaluate pharmacy operations and provide summary level data to the leadership team in supporting the pharmacies
- Participate in meetings with external stakeholders to provide data analytics and support future analyses that may be required
- Conduct cost / benefit analyses for potential business ventures.

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

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Healthcare, Information Systems, Engineering, Business, Data Science or related field. (Relevant work experience may be considered in lieu of educational requirement)
	Preferred	
Work Experience	Minimum	<ul style="list-style-type: none"> • Master's Degree in Healthcare, Information Technology, Data Science or related field strongly preferred. • Training in interviewing / JAD sessions, project management, data and system analysis, data warehouse design and development is preferred.
	Preferred	
Licenses & Certifications	Minimum	
	Preferred	<ul style="list-style-type: none"> • Three (3) years of data or analytics experience, including recent experience as a Business Analyst • Experience within the Health care industry working with hospital operations, physicians and analysts.

UW HEALTH JOB DESCRIPTION

<p>Required Skills, Knowledge, and Abilities</p>	<ul style="list-style-type: none"> • Proficient skills in navigating a large organization in order to accomplish results. • Proven track record in aligning project outcomes with stakeholder's expectations and standards. • Excellent problem solving and solid analytical skills, with careful attention to detail. • Demonstrated experience interviewing, preparing materials, and presenting to directors and other levels within an organization. • Extensive proficiency with MS Office suite, MS Visio, MS Project, and MS Outlook. • Proficient at negotiation and conflict resolution. • Works independently with minimal supervision. • Strong interpersonal skills promoting teamwork and collaborative alliances across multiple organizations to gain consensus on priority and data warehouse iteration content. • Strong influencing skills to obtain buy-in at all levels including working well with committees • Excellent organizational and time management skills. • Proficient written and verbal communications skills; ability to effectively communicate actionable, concise, understandable information to both technical and non-technical management and staff. • Possess an excellent understanding in the areas of system design, development, database modeling, data warehousing tools, analytical reporting and dashboards. • Must be able to work in a Labor / Management Partnership environment
--	--

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,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		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

UW HEALTH JOB DESCRIPTION

	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#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.