Job Description

|  |  |  |  |
| --- | --- | --- | --- |
| Job Title: | Director – Partner Solutions | Job Family: |  |
| Type: | Exempt | Job Code: |  |
| Department: | Solutions | Salary Grade: |  |
| Reports To: | Exec. Director of Clinical Services | Created: | 6.3.24 |
| Work Modality: | In Office | Revised: | 6.17.25 |

# Job Summary

The **Director of Partners Solutions** provides executive leadership and operational oversight for our Home IV Therapy Program, encompassing all pharmacy and clinical services. This includes sterile compounding, dispensing, infusion nursing, ambulatory infusion services, patient monitoring, clinical quality, billing accuracy, regulatory compliance, and financial performance.

This position is accountable for ensuring that the program delivers high-quality, patient-centered care while meeting all applicable laws, licensing requirements, and accreditation standards. The Director plays a key role in strategic planning, compliance, team development, and cross-departmental collaboration with billing, finance, other Partners programs and senior leadership.

# Core Responsibilities

* Program Oversight & Clinical Leadership
  + Directs and manages all pharmacy and clinical operations for Partners Solutions home infusion therapy program, including sterile compounding, infusion services, and ambulatory infusion.
  + Maintains accountability for patient safety, quality of care, and clinical outcomes across all areas of service.
  + Works closely with PIHC leadership to ensure seamless coordination of nursing services delivered in the home setting.
  + Ensures accurate and timely management of referrals, including verifying insurance eligibility, obtaining prior authorizations, and confirming payer coverage.
  + Must know and be able to perform all aspects of home infusion pharmacist position.
  + Participates in on-call coverage. as needed.
* Compliance & Accreditation
  + Ensures compliance with federal and state pharmacy laws, Board of Pharmacy regulations, DPHHS Home Infusion rules, DEA requirements, and ACHC accreditation standards.
  + Serves as the designated pharmacist-in-charge for the Montana Board of Pharmacy under both retail pharmacy and home infusion licensure status.
  + Responsible for preparing for and successfully passing state inspections and accreditation surveys.
* Quality & Performance Improvement
  + Leads and participates in Partners Solutions Quality Assessment and Performance Improvement (QAPI) activities.
  + Oversees the collection, analysis, and reporting of performance data related to clinical care, pharmacy operations, referral management, and patient outcomes.
  + Develops and implements action plans to improve care quality, operational efficiency, and compliance with regulatory standards.
  + Collaborates with the organization's QAPI committee and senior leadership to ensure alignment with organizational quality goals and accreditation requirements.
* Leadership & Staff Management
  + Supervises all department staff including pharmacists, intake coordinator, infusion nurses, and pharmacy technicians.
  + Hire, train, evaluate, and develop staff. Ensures safe work environments and high-performing teams.
* Strategic & Financial Management
  + Leads program development, including service expansion, cost efficiency initiatives, and market responsiveness.
  + Oversees department financials including budget development, expense management, and revenue optimization.
  + Develops and monitors pricing structures for goods and services; ensures pricing accuracy in collaboration with finance and billing.
* Billing, Coding, and Claims Management
  + Collaborates with RCM Director for accuracy of coding and billing processes for home infusion services, ensuring alignment with NHIA billing and coding standards.
  + Leads the response to clinical appeals related to claims denials.
  + Collaborates closely with billing and finance teams for accurate reporting and reimbursement.
* Stakeholder & Community Engagement
  + Represents the organization and the home infusion program with referral sources, regulatory bodies, academic institutions, and community partners.
  + Participates in preceptorships and student training with both Montana pharmacy and nursing programs.
* Other Responsibilities
  + Learns and upholds all Partners Solutions policies and procedures.
  + Performs other duties as assigned by Executive Director of Clinical Services.

# Minimum Requirements

**Education/Certifications/Experience**

# B.S. in Pharmacy (Pharm.D. strongly preferred)

# Current or eligible for Montana pharmacist license (in good standing)

# Eligible to precept students in the state of Montana

# Team player who possesses excellent organizational, written and verbal communication skills

# Minimum 2 years of pharmacy management experience, preferably in a home infusion or inpatient pharmacy setting

# Minimum 2 years of pharmacy experience in a clean room, infusion pharmacy setting, or acute care setting

# Valid driver’s license, appropriate auto insurance, and reliable transportation

# Must be able to complete and maintain certification in Advanced Sterile Compounding Training (e.g., NHIA or equivalent)

***Preferred Qualifications:***

* Knowledge of NHIA billing and coding guidelines
* Familiarity with ACHC standards related to infusion pharmacy
* Knowledge of NABP’s home infusion therapy pharmacy accreditation
* Experience in contract negotiation and payer engagement
* Prior experience leading accreditation or regulatory surveys
* Strong analytical and financial acumen
* Current BLS (basic life support) certificate
* Up to date on health care worker vaccinations

**To Apply please go to:**

[**https://partnersinhome.bamboohr.com/careers/505**](https://partnersinhome.bamboohr.com/careers/505)

**or Send resume to** [**staggsc@partnersinhomecare.org**](mailto:staggsc@partnersinhomecare.org)