

Note: This document was displayed at the May 22, 2024 special meeting during Board discussions. It does not reflect edits approved by the Board at the meeting.

Position Title	Executive Director, Prescription Drug Affordability Board
Reports Directly To	The Executive Director is accountable to, and reports directly to, the Prescription Drug Affordability Board (PDAB). The PDAB Board Chair speaks officially for the Board and exercises its authority including acting as the primary point of contact for the Executive Director who is the primary administrative manager for the activities of the PDAB.
Position Purpose	<p>The PDAB is governed as a board under Minnesota Statutes Section 15.012, paragraph (a), and serves to protect consumers, state and local governments, health plan companies, providers, pharmacies, and other health care system stakeholders from unaffordable costs of certain prescription drugs.</p> <p>The Executive Director is responsible for directing all activities of the PDAB within the framework of its mission, vision, and values, which are set by the Board of Directors and are consistent with the PDAB’s statutory authority, by-laws, adopted strategic plan, and operating procedures.</p> <p>The Executive Director attends all PDAB meetings and works collaboratively with members of the Board, the Prescription Drug Affordability Advisory Council (PDAAC), the Minnesota Legislature, the Minnesota Governor’s Office, the Minnesota Attorney General’s Office, and other affiliated stakeholders to set and maintain a clear purpose and direction for the organization.</p>
Accountabilities	<ul style="list-style-type: none"> • Participates with the Board in the development of annual strategic plans and operating procedures that are consistent with its mission, vision, and values. This is accomplished by working collaboratively with the members of the Board to set these strategic plans and operating procedures and to revise them as needed to respond to changes in the circumstances in which the PDAB operates. • Facilitates the identification of selected prescription drug products, in consultation with the PDAAC and the Minnesota Department of Health, meeting the criteria as described in MN Statute 62J.90 indicating that their costs create significant affordability challenges for the state health care system or for patients, including but not limited to drugs to address public health emergencies. • Implements and conducts cost reviews of selected prescription drugs, in collaboration with PDAB members and others, and assists the Board as it evaluates and determines whether the cost of such selected prescription drug products shall be subjected to the implementation and administration of upper payment limits or other appropriate remedies. • Works with the Board to establish an upper payment limit when the Board determines that it is appropriate, and collaborates with the Board, the Minnesota Attorney General, and other relevant parties to implement and monitor the impact of the upper payment limit including assessment of whether the upper payment limit has improved the affordability challenge for the state health care system or for patients.

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	<ul style="list-style-type: none"> • Develops and facilitates communication and interaction with the public and stakeholders in the prescription drug market and makes relevant information public as prescribed in the law. Builds and sustains effective partnerships with key stakeholders and partners to create and maintain meaningful public engagement, demonstrating a high level of integrity and fostering trust in relationships with others. • Produces annual reports for the Governor, Legislature, and other stakeholders as directed by the PDAB on general price trends for prescription drug products and the number of prescription drug products that were subject to the Board’s cost review and analysis, including the results of any analysis including the number and disposition of appeals and judicial reviews. Assures compliance with all relevant state and federal statutes and regulations. • Recruits, develops, and retains a strong staff of sufficient talent, skill, and number to carry out the program of activities and performs all other duties as assigned by the Board.
<p>Qualifications and Skills</p>	<p><i>Minimum Qualifications:</i></p> <ul style="list-style-type: none"> • Holds a bachelor’s degree, or an advanced degree, in a relevant field with knowledge and demonstrated expertise in pharmacoeconomics, pharmacy, pharmacology, health policy, health services research, medicine, or a related field or discipline. • Has five years of senior management experience including demonstrated ability to lead, organize, implement, facilitate, manage change, and supervise personnel including the ability to recruit, motivate, lead and retain staff as needed to achieve PDAB's purpose. • Demonstrated skill in establishing and maintaining effective professional relationships with all levels of management, governing boards, and health care stakeholders, such as patients, consumers, physicians, pharmacists, clinical researchers, health plans, pharmacy benefit managers, medical groups, hospitals, pharmaceutical manufacturers and distributors, employers, businesses, government and community officials and the general public. • Experience in advising or working with Minnesota’s governmental entities such as the Governor’s Office, the Office of the Attorney General, the Department of Health, the Department of Commerce, the Department of Human Services, and the State Legislature. • Substantial experience and understanding of the business and regulatory issues that affect prescription drug availability and affordability to patients and to the state health care system, as well as to health care providers, pharmacies, pharmacy benefit managers, wholesalers, the pharmaceutical industry, and other relevant parties. Additionally, possess familiarity with pharmaceutical pricing and the structure of the prescription drug market and its supply chain.

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	<ul style="list-style-type: none">• Established skills and experience with setting organizational objectives and philosophy, conducting strategic planning, effective organization management and administration, insightful issue identification and problem solving, demonstrated consensus-building abilities, efficient contracting and negotiation skills, and performing program compliance and evaluation.• Strong communication skills, both oral and written, and experience presenting to a wide variety of audiences including government officials and legislators, technical personnel, and the public. <p>Preferred Qualifications:</p> <ul style="list-style-type: none">• Holds an advanced degree, in a relevant field with knowledge and demonstrated expertise in pharmacoeconomics, pharmacy, pharmacology, health policy, health services research, medicine, or a related field or discipline.• Has ten years of senior management experience including demonstrated ability to lead, organize, implement, facilitate, manage change, and supervise personnel including the ability to recruit, motivate, lead and retain staff as needed to achieve PDAB's purpose.• Has five years of experience as a subject matter expert in a relevant field with knowledge and demonstrated expertise in pharmacoeconomics, pharmacy, pharmacology, health policy, health services research, medicine, or a related field or discipline.
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