

CLASS TITLE: MEDICAL CARE PROGRAM PHARMACIST

Class Code: 02780200
Pay Grade: 26A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in the development and maintenance of quantity and cost standards governing the pharmacy phase of the Public Assistance Medical Care Program; to review requests for payment for drugs dispensed to public assistance recipients; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the medical director with wide latitude for the exercise of judgement in the performance of professional pharmacist duties; work is reviewed for compliance with quantity and cost standards established by the department.

SUPERVISION EXERCISED: As required, may supervise the work of an assistant pharmacist and others assisting in the conduct of special studies and statistical analyses of the drug phase of the Medical Care Program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in the development and maintenance of quantity and cost standards governing the pharmacy phase of the Public Assistance Medical Care Program.

To be responsible for checking and reviewing all payment requests from participating pharmacists to insure that prescriptions dispensed to public assistance recipients conform to the quantity and cost standards established by the department.

To disapprove or reduce those payment requests that exceed established standards.

To interpret to pharmacists and other interested parties the policies and procedures of the Public Assistance Medical Care Program governing the sale of pharmaceutical supplies to public assistance recipients.

To confer with the appropriate advisory committee on proposed revisions of policies and procedures governing the sale of pharmaceutical supplies under the program.

To provide consultation as requested to local directors of public welfare and certifying officers as to cost standards, rules, procedures and regulations of the Office of Medical Service.

To assist the medical director in collecting statistical data for special studies pertaining to the quantity and type of prescriptions written for public assistance recipients for the purpose of maintaining careful supervision and control of drug expenditures.

To participate, as a member of the public assistance survey team, in the inspection of nursing, convalescent and rest homes for the purpose of assuring compliance with departmental standards and regulations; to examine the effectiveness of the control and usage of drugs prescribed for the welfare recipients residing in such homes; to report on such control and usage of drugs and on the use of prescription of habit-forming drugs by public assistance recipients to the medical director of the public assistance medical care program.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques commonly applied by a professional pharmacist; a thorough knowledge of the composition and use of the more common drugs; a working knowledge of the principles and procedures of retail pharmacy; skill in technical operations; the ability to prepare pharmaceutical compounds on a volume

basis; the ability to estimate future pharmaceutical needs; the ability to participate in the development and maintenance of quantity and cost standards governing the pharmacy phase of the Public Assistance Medical Care Program; the ability to deal with the public with tact and diplomacy; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from an accredited School of Pharmacy; and

Experience: Such as may have been gained through: employment as a registered pharmacist which has included participation in the administration of the drug phase of a private or public medical care program.

SPECIAL REQUIREMENT: At the time of appointment, must be a registered pharmacist and must maintain such registration as a condition of employment.

Class Revised: December 22, 1985

Editorial Review: 3/15/03