

## STATE OF SOUTH DAKOTA CLASS SPECIFICATION

**Class Title: Pharmacy Consultant**

**Class Code: 50815  
Pay Grade: MJ**

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### **A. Purpose:**

Provides technical advice concerning pharmaceutical care, determines the appropriateness of drug therapies, registers controlled substances, investigates pharmaceutical diversion and drug abuse, or manages Medicaid dollars allocated to covering medical care costs to ensure state and federal regulations are followed and enforced.

### **B. Distinguishing Feature:**

The Pharmacy Consultant is a licensed pharmacist and provides clinical pharmaceutical expertise in ensuring the appropriateness of drug therapies, controlled substance registration, and in controlling Medicaid drug costs.

The Health Facilities Surveyor conducts in-depth surveys of health care facilities to detect and document noncompliance with state and federal regulations, unsafe or unhealthy conditions and reviews plans of correction submitted by facility administrators.

The Senior Health Facilities Surveyor is responsible for training and evaluation of Health Facility Surveyors, reviewing and assigning surveys and complaint investigations, providing technical assistance and education in their field of expertise, and providing work direction to Health Facility Surveyors; and/or functioning as a team leader, surveying for at least two years, successfully completing the federal equivalency and state competency examinations, and serving as a team leader on at least two major surveys.

### **C. Functions:**

*(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)*

1. Evaluates clinical outcomes for all medication regimes to ensure residents receive the highest predictable level of physical, mental, and psychosocial well being.
  - a. Determines compliance with state and federal drug regulations and drug therapy prescriptions and adherence to professional standards of practice.
  - b. Reviews resident assessment protocols and care plans.
  - c. Reviews resident medications and their effect on the resident.
  - d. Recognizes potential problems in resident drug care.
    - i. Notes drug side effects or problems.
    - ii. Requests that facilities or physicians justify resident drug prescriptions.
  - e. Answers staff and facility questions on drugs.
2. Inspects health care facilities and pharmacies to ensure compliance with state and federal regulations and the appropriate pharmaceutical services and procedures are provided.
  - a. Documents survey findings and prepares and submits a statement of deficiencies to the facility manager or representative.
  - b. Reviews and approves plans of correction.
  - c. Recommends that facilities be certified or maintain current certification.
3. Prepares, evaluates, and implements changes that affect the Medicaid Drug program to ensure compliance with state and federal drug regulations.

- a. Evaluates and implements drug price changes and federal upper limit pricing.
  - b. Updates manufacturer changes.
  - c. Acts as a liaison between the department and the drug manufactures.
  - d. Monitors drug rebate program.
    - i. Calculates dosages.
    - ii. Converts dosage units to ensure correct rebate reimbursements.
  - e. Proposes and enforces Medicaid drug regulations.
  - f. Updates lists and monitors the use of less than effective drugs.
  - g. Consults with other Medicaid program team members.
  - h. Reviews new drug products for inclusion into the Medicaid drug program.
4. Assists in the management of a drug education and evaluation program to ensure quality care for Medicaid recipients.
    - a. Reviews drug therapies for fraudulent diversion of drugs or drug abuse.
    - b. Detects and monitors the correction and prevention of inappropriate drug therapies.
    - c. Conducts in-service training or participates in workshops.
  5. Manages and evaluates the drug and prescription managed care program to ensure improved cost effectiveness and ensure Medicaid recipients receive quality pharmaceutical care.
    - a. Conducts drug utilization reviews.
    - b. Identifies and corrects inappropriate drug therapy.
    - c. Monitors and provides advice on changes that affect the program.
    - d. Reviews drugs and manufacturers for additions, deletions, and continued participation in the program.
    - e. Determines if providers and drug suppliers are in compliance with state and federal regulations.
    - f. Educates providers and recipients concerning managed care.
    - g. Regulates prospective and retrospective drug therapy parameters to help ensure appropriate drug therapy.
  6. Prepares and reviews patient and practitioner profiles to determine how controlled substances were obtained.
    - a. Responds to complaints on the possible misuse of drugs or prescriptions.
    - b. Conducts controlled substance audits in pharmacies.
    - c. Gathers and compiles information.
    - d. Determines what action is necessary.
      - i. Determines if drug or prescription use is legitimate.
      - ii. Decides if case needs to be referred to law enforcement agencies for action.
  7. Provides information to state, federal, and local law enforcement agencies and licensing boards on controlled drug registrations for those who propose to engage in the manufacture, distribution, or dispensing of controlled drugs or substances.
    - a. Issues controlled substance registrations.
    - b. Maintains computer listings of registrants.
    - c. Consults with and conducts investigations with law enforcement agencies on new registrants or suspected violators.
    - d. Processes renewal applications.
  8. Provides technical assistance and responds to inquiries for information to ensure accurate and complete information is provided to health care providers, drug manufacturers, and/or distributors, department staff, and the public.

- a. Reviews survey packets submitted by survey teams.
  - b. Recommends changes, suggests improvements, and ensure citations follow requirements.
9. May supervise subordinate staff to ensure the goals and objectives of the work unit are met.
- a. Interviews and selects staff.
  - b. Provides training and work direction.
  - c. Approves leave requests.
  - d. Addresses staff problems and recommends disciplinary actions.
  - e. Conducts performance appraisals and completes performance documents.
10. Performs other work as assigned.

**D. Reporting Relationships:**

Reports to a program administrator and may supervise Pharmacy Consultants and Senior Health Facilities Surveyors.

**E. Challenges and Problems:**

Challenged to convey regulatory intent and take enforcement action with health care facilities, pharmacists, drug manufacturers/distributors, and individuals. This is difficult when individuals do not understand the purpose behind the regulations, fail to exercise responsibility in drug therapy programs, or provide inappropriate or unnecessary care.

Typical problems include expired controlled substance registrations; prescriptions that exceed authority or inappropriate prescriptions; resolving restraint issues between providers and patient families; educating practitioners and facilities on the appropriate use of drugs; determining fraud, forgery, theft, or misrepresentation to obtain controlled substances; determining if a health care facility or pharmacy is deficient in its practices; encouraging the use of generic drug alternatives; changes in the drug reimbursement program; influencing drug therapies; ensuring program cost effectiveness; and determining a drug's therapeutic effect.

**F. Decision-making Authority:**

Decisions include regulatory compliance, qualifications for controlled substance registrations, referral of patient profiles to law enforcement agencies, clinical appropriateness of drug therapies, adequacy of pharmacy services provided to a health care facility, compliance with controlled drug registration requirements, whether to proceed with drug diversion investigations, compliance with state and federal regulations, units of drugs used for rebate reimbursement, approving drugs for placement into the program and for recipient use, identifying drugs that are less than effective, if drug therapies are inappropriate, determining solutions to reimbursement and data collection problems, identifying adverse drug situations, and determining if a drug's therapeutic effect qualifies it for reimbursement in the Medicaid program.

Decisions referred include referral of practitioners to licensing boards for professional reviews, what action to take with facilities after a citation of noncompliance has been issued, controlled substance certificate revocations, interpretation of ambiguous regulations, referral of individuals for criminal investigation, changes in policies and rules, changes in program structure, and confidential recipient concerns.

**G. Contact with Others:**

Daily contact with physicians, providers, health care facility staff, and the public to provide information on rules and regulations and with licensing boards to verify professional licenses and provide information relevant to program activities; and weekly contact with local, state, and federal law enforcement agencies and other state and federal agencies to give and receive information.

#### **H. Working Conditions:**

Travel is required to complete facility inspections. Work in a variety of health care facilities with exposure to a variety of illnesses and also a typical office environment.

#### **I. Knowledge, Skills and Abilities:**

Knowledge of:

- pharmacology, toxicology, pharmaceuticals, and pharmacognosy;
- drug control laws and regulations;
- drug provision and payment programs;
- specialized instruments and techniques used in the manufacture of complex pharmaceuticals;
- the chemical, biological, and comparative therapeutic effects and values of drugs;
- the use of technical literature;
- agency, state, and federal rules and laws regarding the regulation of pharmacies and controlled substance practices.

Ability to:

- monitor and inspect pharmacy records and facilities;
- investigate controlled substance abuse by medical and pharmacy professionals or facilities;
- present workshops concerning pharmaceutical issues; provide technical assistance to providers, health care professionals, and law enforcement agencies;
- deal tactfully and effectively with others;
- operate a variety of computer software packages;
- interpret and articulate regulations effectively;
- maintain effective communications in the face of adversity;
- file legal documents for ready retrieval;
- produce technical reports that are also understood by the lay public.

#### **J. Licenses and Certification:**

Must be licensed to practice as a Pharmacist in the State of South Dakota.