

PHARMACEUTICAL CONSULTANT

DESCRIPTION: This is a professional position in which the employee acts as a consultant to all State and county divisions of the Department of Social Services in matters relating to pharmacy; performs related work as required.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assists in developing programs, policies, and procedures for the purchase, dispensation, and payment of pharmaceutical preparations utilized in the treatment and care of welfare recipients.

Supervises the utilization review of all pharmacy claims.

Serves as a member of the Medical Services Division Utilization Review Committee.

Supervises pharmacists employed by the Department of Social Services.

Acts as a liaison between pharmacy vendors or associations and the Department of Social Services and is responsible for public relations with these providers.

Acts as a consultant to the Division of Medical Services in the field of pharmaceuticals, including the pricing of drugs and pharmaceutical supplies, the processing of prescriptions, maintenance of ethical practices, and related aspects of pharmaceutical practice.

Supervises and participates in the review of pharmaceutical invoices and claims for the purpose of determining whether drugs are being dispensed in accordance with needs, prescriptions are being written in accordance with policies and regulations, and drug costs are in line.

Provides information on pharmaceuticals to health vendors.

Consults with professional pharmaceutical associations, works with local medical consultants on special problem cases, and represents the Division on matters involving pharmaceutical services.

Works closely with physicians and other health vendors in the development of procedures and the achievement of an understanding of policies and objectives.

Corresponds with pharmacists regarding questionable claims and interpretation of policy.

Establishes procedures for the clerical review of claims and related activities of pharmaceutical services.

Conducts research related to drug pricing and analyzes statistical materials gathered so as to keep the chief of the Division advised regarding program status and trends.

Develops and maintains an information and education program concerning the use of drugs and pharmaceutical supplies.

Interprets departmental policies and regulations governing pharmaceutical services.

FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED: (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: the professional principles and practices of pharmaceuticals; pharmaceutical economics; federal and State laws regulating the practice of pharmaceuticals.

Ability to: develop standards for use in policy determination and setting of regulations governing the prescribing, dispensing and payment of drugs in the public welfare program; make a detailed analysis of pharmaceutical services and recommend a course of action; express ideas effectively orally and in writing; establish and maintain effective working relationships with professional and lay personnel at various levels, both within and outside the Division.

JOB PREPARATION GUIDELINES: (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Graduation from an accredited school of pharmacy and licensed to practice pharmacy in the State of Nebraska, plus four years of full-time experience as a licensed pharmacist.