

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE  
**PHARMACY CONSULTANT**

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**DEFINITION**

Plans, develops, and consults regarding a number of specialized medical services, medical benefit plans, pharmaceutical programs and technical programs; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Acts as pharmacy consultant to the Department of Human Services (DHS) Division Administrator of the Medicaid program and/or Director of Corrections; plans, develops and implements all work activities related to the Medicaid drug program; researches program policies; develops and interprets federal regulations and federal and state laws to ensure accuracy of program policies and procedures; reviews and recommends institutional pharmaceutical practices.

Supervises the institutional pharmacy through the performance of such tasks as ordering regular pharmaceutical supplies; preparing needed compounded drugs, packaging all unit dose medications, dispensing all unit dose medications, and reviewing drug inventories.

Writes administrative rules, provider manuals, and state plan materials, which is correct and consistent with state and federal regulations, laws and policies; responds to requests for information, requests for policy interpretation, requests for exception to policy and requests for budget projections and participates in special studies and special projects related to areas of responsibility and appeals or exceptions to policy.

Reviews and consults with the Division Administrator on the annual development of the budget for the Medicaid drug program; determines financial and technological resources, evaluations, reporting procedures and impact upon program recipients.

Directs and administers the work of assigned professional and technical personnel engaged in specialized medical service, health benefit plan, and technical programs, as necessary.

Oversees the functions and activities of the Medicaid Drug Utilization Commission; manages implementation of Medicaid policy related to the program, the fiscal agent and providers.

Develops policy and monitors fiscal agent operation of drug prior authorization and drug rebate programs.

Represents the Department in public relations regarding pharmacy and drug matters; acts as liaison officer between the DHS Division of Medical Services and other state agencies, groups, boards, consumers and the Medical Assistance Advisory council on pharmacy and medical science matters.

Recommends the acquisition or deletion of pharmaceutical equipment; provides materials management services for designated institutions by acting as wholesaler or distributor of pharmaceuticals and health related items.

Provides consultation to the Division Administrator on such matters as proper drug therapy and in-service pharmaceutical training.

Reviews drug histories and patient profiles of residents to insure proper and safe drug therapy.

Participates in development of management for health care services within the departments.

Analyzes and evaluates program implementation and effectiveness.

**COMPETENCIES REQUIRED**

Knowledge of the procedures followed in compounding, filling, labeling, and distributing medical prescriptions and in preparing pharmaceutical preparations for use in the pharmacy and various hospital units.

Knowledge of the various drugs, pharmaceuticals and other medical supplies and agents used in compounding and dispensing.

Knowledge of pharmaceutical arithmetic.

Knowledge of medical terms and the classification of drugs according to their action, use and dosage.

Knowledge of the use of weights, measures and other dispensing devices.

Knowledge of hospital and correctional facility procedures as they relate to drug supply and use.

Knowledge of the proper techniques of drug administration, devices for administration and special precautions.

Knowledge of supervisory techniques and methods.

Knowledge of the maintenance of pharmaceutical records and inventories.

Knowledge of materials management and inventory control.

Knowledge of principles of management systems associated with health services.

Knowledge of principles of quality assurance and qualitative drug utilization review.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision, demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Acts to align one's behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an approved school of medicine supplemented by completion of an approved internship, and experience equal to two years of full-time professional medical work in health care management, health plan or insurance management, of public health;

OR

graduation from an accredited college or university with a degree in pharmacy or a doctorate in pharmacy, licensure as a pharmacist by the Iowa Board of Pharmacy Examiners, and the equivalent of five years of full-time employment as a pharmacist.

Effective Date:     6/01         SJ