

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6303150

Pharmacy Consultant, Grade 25

Brief Description Of Class

Positions perform health surveillance, medical and/or program review, investigative, and/or regulatory activities with a focus on pharmaceutical issues. Incumbents function independently, or as a member of a central or regional office team; and develop and administer pharmacy surveillance and regulatory programs to ensure that pharmacy services meet professional standards of practice and quality, and that services comply with laws, rules, and regulations.

Positions are classified at the Department of Health (DOH), Office of the Medicaid Inspector General (OMIG), and the Workers' Compensation Board (WCB).

Distinguishing Characteristics

Pharmacy Consultant: full performance level; participates as a member, or leads a team of program staff in the surveillance of health care programs, medical or program review activities, investigations, and/or regulatory activities with a focus on pharmaceutical issues; may be classified as a pharmacy specialist for programs requiring a licensed pharmacist.

Related Classes

Pharmacists perform a variety of pharmaceutical activities in accordance with Article 137 of Education Law.

Health Systems Specialists work on teams or units involved with statewide surveillance, medical or programmatic review, investigation, and/or regulatory activities to observe and evaluate care provided to individuals; investigate and make recommendations regarding licensure or certification; investigate fraud, waste, and abuse; monitor corrective measures and apply enforcement actions; and develop, review, recommend, and implement health policies and procedures.

Illustrative Tasks

Participates in surveillance, medical and/or program review, investigative, and/or regulatory activities with a focus of pharmaceutical issues.

Conducts on-site surveys of facilities, pharmacies, and healthcare providers to investigate incidents and complaints, review records and protocols, gather information about operations, and to ensure compliance with State and federal laws, rules, and regulations.

Monitors and evaluates regional and statewide survey data to ensure consistency with survey objectives, and laws, rules, and regulations; identifies pharmacy practice concerns.

Evaluates prescriptions, medical orders, records, bills, formularies, and other documents against applicable laws, rules, and regulations; identifies overpayments, fraud, waste, and abuse; and conducts utilization reviews to evaluate necessity of expended pharmaceuticals.

Analyzes pharmacy data, performs research, and consults on projects relating to drugs, formularies, pharmacy operations, and their respective impacts.

Drafts notices of deficiencies, plans of corrective action, and investigative reports; and makes recommendations regarding the licensure and/or certification of facilities, corrective measures, and enforcement actions.

Provides training on pharmaceutical laws, rules, and regulations to staff, medical providers, and other groups; clarifies survey protocols with facilities.

Develops policies and procedures for the statewide surveillance and regulation of pharmacy operations.

Serves as liaison between State and federal agencies regarding pharmacy audits and issues.

Testifies at administrative hearings and legal proceedings regarding fraud related to pharmacies, pharmacists, and prescribers.

May supervise lower-level professional, paraprofessional, and clerical staff; may serve as a preceptor for pharmacy students.

Minimum Qualifications

Open Competitive: possession of license and current registration to practice pharmacy in New York State, and two years of post-licensure experience.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 12/2020

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