

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

Classification Standard

Occ. Code 6303100

Pharmacy Intern, NS	6301100
Pharmacist, Grade 25	6303100
Pharmacy Supervisor, Grade 27	6303200
Pharmacy Manager, Grade 29	6303300
Pharmacy Services Director, M-4	6303450

Brief Description of Class Series

Positions in this series perform, supervise, and/or manage pharmaceutical services for individuals* in State facilities or programs. Incumbents are licensed to practice pharmacy in New York State; and prepare, compound, preserve, and dispense drugs, medicines, and therapeutic devices on the basis of prescriptions or other legal authority in accordance with Article 137 of the Education Law.

These positions are primarily classified in the Department of Corrections and Community Supervision (DOCCS), Department of Health (DOH), Office of Mental Health (OMH), and Office for People With Developmental Disabilities (OPWDD).

*Individual refers to a person who is being treated or cared for, and is used in place of patient, client, or other nomenclature specific to an agency.

Distinguishing Characteristics

Pharmacy Intern: appointment level; under the direct supervision of a licensed pharmacist, engages in professional pharmacy practice in accordance with Article 137 of the Education Law, pending initial licensure.

Pharmacist: full performance level; independently prepares, compounds, preserves, and dispenses drugs, medicines, and therapeutic devices on the basis of prescriptions or other legal authority in accordance with Article 137 of the Education Law; and may supervise pharmacy aides, interns, and/or other staff.

Pharmacy Supervisor: supervisory level; provides clinical and administrative supervision to licensed pharmacists and other pharmacy staff; and may oversee pharmaceutical services for a facility or unit or assist a Pharmacy Manager in the oversight and management of a large pharmacy operation.

Pharmacy Manager: managerial level; oversees and manages the operations of a large pharmacy program, which may include oversight of one or multiple facilities; provides clinical and administrative supervision to licensed pharmacists, including Pharmacy Supervisors, and other pharmacy staff; and develops, implements, monitors, and recommends pharmacy policies, procedures, and services.

Pharmacy Services Director: director level; plans, directs, and administers statewide pharmacy services at DOCCS and OMH; provides technical and programmatic guidance and operational direction to licensed pharmacists in facility pharmacy programs throughout the State; develops, manages, and oversees the implementation of pharmacy policies, procedures, standards, and objectives; and evaluates the delivery of statewide pharmaceutical services to ensure compliance with laws, rules, and regulations.

Related Classes

Pharmacy Aides perform routine manual and clerical activities in the receipt, storage, inventory, preparation, repackaging, issuing, and distribution of pharmaceutical supplies; assist licensed pharmacists in the preparation of pharmaceutical orders; and maintain records for State pharmacy operations.

Pharmacy Consultants perform health surveillance, medical and/or program review, investigative, and/or regulatory activities with a focus on pharmaceutical issues at the DOH, Office of the Medicaid Inspector General (OMIG), and Workers' Compensation Board.

Illustrative Tasks

Pharmacy Intern

Under the immediate supervision and direction of a licensed pharmacist, engages in professional pharmacy practice, and participates in prescription preparation activities in accordance with Article 137 of the Education Law.

Pharmacist

Receives, evaluates, prepares, compounds, preserves, and dispenses prescriptions for individuals in State facilities and programs.

- Reviews prescription orders in conjunction with individuals' information and records; verifies the accuracy of the drug, dosage, and quantity prescribed; and determines suitability based on individuals' history and other medications.

- Advises physicians and other health care providers about incompatible prescriptions, contraindications, adverse side effects and interactions, therapeutic duplication, and other issues; and recommends alternatives.
- Fills and labels prescriptions, identifying the drug, dosage, directions for use, precautions, and other required information.
- Packages, labels, and dispenses medications and other pharmaceuticals, which may include bulk quantities for distribution and administration to individuals in various facilities or programs.
- Provides advice and consultation on drugs, drug regimens, and pharmaceutical treatments for specific conditions and issues; and prescription education and counseling services to health care providers, clinical and direct care staff, and individuals.
- Maintains and updates pharmacy records and drug information systems, consistent with State and federal laws, rules, regulations, and accreditation standards; and may participate in pharmacy systems development.
- Monitors and maintains pharmaceutical storage areas and inventory levels; orders, receives, and inspects medications and pharmaceutical supplies to ensure proper storage, labeling, and the removal of expired or damaged products.
- Maintains access to controlled substance storage areas and related records.

May supervise pharmacy aides, interns, and/or other staff; and perform the full range of supervisory activities.

Pharmacy Supervisor

Performs the tasks and activities of a Pharmacist; and provides day-to-day clinical and administrative supervision and guidance to licensed pharmacists and pharmacy staff.

- Reviews and monitors pharmacy services, which may include procurement, inventory, storage, and distribution activities; quality assurance programs; pharmacy records, legally required reporting activities, and drug information systems; prescription education and counseling services for individuals; and drug regimen reviews to ensure accuracy, completeness, and compliance with State and federal laws, rules, and regulations.
- Monitors pharmacy staffing schedules and time and attendance; and ensures that pharmacy staff are appropriately trained.

- Prepares and presents education and training programs to pharmacy staff, health care providers, and individuals.

Recommends, implements, and maintains pharmacy policies and procedures.

May assist a Pharmacy Manager in the oversight and management of a large pharmacy operation; represent the pharmacy discipline on workgroups and committees; prepare for pharmacy program surveys and audits; and participate in other administrative tasks described below for Pharmacy Manager.

Pharmacy Manager

Performs the tasks and activities of a Pharmacy Supervisor; and oversees and manages the operations of a large pharmacy program in a facility, centralized pharmacy operation, or multiple facilities.

- Plans, coordinates, and reviews clinical, administrative, and distribution services; and ensures adherence to laws, rules, regulations, and practice standards.
- Collaborates with health care providers, discipline heads, and managers to advance individuals' treatment goals and objectives, and improve service delivery.
- Develops, implements, and evaluates policies and procedures and quality assurance programs; and recommends modifications to pharmaceutical services.
- Conducts, coordinates, and/or oversees audits and inspections of pharmaceutical inventories, storage, records, and other activities.
- Prepares pharmacy budgets and monitors expenditures.
- Participates on and/or leads various workgroups and committees; and provides pharmacy specific data, consultation, and/or input.

Pharmacy Services Director

Directs, oversees, and manages statewide pharmacy program operations and services.

- Provides consultation and operational guidance and direction to licensed pharmacists, supervisors, and managers throughout the State; and maintains pharmacy medication and law references and information systems.
- Develops, implements, and revises policies and procedures based on statewide pharmacy needs; and evaluates the delivery of services to ensure compliance with laws, rules, and regulations.

- Analyzes prescription trends and usage levels; monitors expenditures; and conducts cost studies to develop budget estimates and projections.
- Responds to inquiries and complaints regarding pharmacy operations and services.
- Researches, reviews, and analyzes legislation, regulations, and policies impacting pharmacy services; and develops integrated policies and procedures consistent with agency clinical initiatives and pharmacy practice standards, laws, and regulations.
- Collaborates with executive management, health care discipline heads, and other agencies to resolve operational issues and promote the provision of evidenced-based medication treatments and services.

Develops and implements statewide education and/or training programs for staff development; monitors pharmacy staff credentials; and ensures the maintenance and completion of continuing education requirements.

Minimum Qualifications

Pharmacy Intern

Open Competitive: possession of a current limited (intern) permit to practice pharmacy in New York State.

Pharmacist

Open Competitive: possession of a license and current registration to practice pharmacy in New York State.

Pharmacy Supervisor

Promotion: possession of a license and current registration to practice pharmacy in New York State and one year of service as a Pharmacist.

Open Competitive: possession of a license and current registration to practice pharmacy in New York State and four years of post-licensure experience. One year of this experience must have been at a supervisory level in a pharmacy related setting.

Pharmacy Manager

Promotion: possession of a license and current registration to practice pharmacy in New York State and one year of service as a Pharmacy Supervisor.

Open Competitive: possession of a license and current registration to practice pharmacy in New York State and five years of post-licensure experience. Two years of this experience must have been at a supervisory level in a pharmacy related setting.

Pharmacy Services Director

Promotion: possession of a license and current registration to practice pharmacy in New York State and one year of service as a Pharmacy Manager.

Attachment

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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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Parenthetics Attachment

Pharmacy Supervisor (Health): supervises and provides clinical leadership to Pharmacy Consultants and other staff engaged in surveillance, medical and/or program review, investigative, and/or regulatory activities focused on pharmaceutical issues; develops, recommends, and evaluates pharmaceutical policies and procedures; and provides education and training to program staff, licensed pharmacists, health care facilities, and registered pharmacies on State and federal laws, rules, and regulations. Positions are classified in DOH and OMIG.

Pharmacy Manager (Health): assists a Pharmacy Services Director (Health) in the management of statewide pharmacy functions; oversees and manages teams responsible for pharmacy program administration, policy development, and regulatory activities, such as rebate negotiation and contracting and formulary, clinical review, and utilization management; and supervises Pharmacy Supervisors (Health), Pharmacy Consultants, and program staff. Positions are classified in DOH.

Pharmacy Services Director (Health): serves as a bureau director; manages and directs statewide pharmacy functions, program planning, quality assurance, evaluation, and monitoring activities; oversees and develops strategies to measure and monitor program performance, legislation, and regulatory and budget proposals; and supervises Pharmacy Managers (Health), and other clinical and program staff. Positions are classified in DOH.

Minimum Qualifications

Pharmacy Supervisor (Health)

Promotion: possession of a license and current registration to practice pharmacy in New York State and one year of service as a Pharmacy Consultant.

Pharmacy Manager (Health)

Promotion: possession of a license and current registration to practice pharmacy in New York State and one year of service as a Pharmacy Supervisor (Health).

Pharmacy Services Director (Health)

Promotion: possession of a license and current registration to practice pharmacy in New York State and one year of service as a Pharmacy Manager (Health).

Pharmacy Supervisor (Practice & Registration): one-position class; supervises professional pharmacy practices and registration of pharmacies, drug wholesalers, and manufacturers throughout the State; responds to inquiries and complaints; provides

guidance and consultation to licensed pharmacists, health care professionals, legal counsel, the public, and State and federal agencies regarding practice and registration laws, rules, and regulations; and coordinates the State's pharmacy practical licensing exam to license and register new pharmacists. This position is classified at the New York State Education Department.

Minimum Qualifications

Pharmacy Supervisor (Practice & Registration)

Open Competitive: possession of a license and current registration to practice pharmacy in New York State and four years of post-licensure experience in a hospital, community, facility, or agency pharmacy or other health care setting. One year of this experience must have been at a supervisory level.