

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Clinical Pharmacist		<b>Class Code:</b> 00EEQ6
	<b>FLSA Status:</b> Exempt	<b>Salary Schedule:</b> RDS	<b>Effective Date:</b> 3-18-13
	<b>Summary:</b> Incumbent functions as a Clinical Pharmacist in the Pharmacy Unit of the Policy area with in the Office of Medicaid Policy and Planning (OMPP) Family and Social Services Administration (FSSA). Incumbent reports to the Pharmacy Director and will be responsible for research and implementation of Medicaid policy.		

**Duties:**

- Attend and participate in all key pharmacy related meetings that impact the policies and operation of the pharmacy program;
- Initiate and contribute well-researched, beneficial changes to pharmacy program policy and pharmacy program enhancement;
- Review and provide input relating to all forms of communication utilized for purposes of pharmacy program administration to include banners, bulletins, provider manuals and inquiries;
- Acts as a technical resource regarding all Medicaid pharmacy concerns, clarifying and interpreting all procedures, providing references, and resolving disputed issues;
- Conducts client acceptance testing, as necessary, for claims processing changes;
- Develops, executes and publishes program trending reports related to the Medicaid pharmacy benefit;
- Serves as the OMPP liaison to the Medicaid managed care plans;
- Serves as the pharmacy liaison to the medical policy group;
- Evaluates current practices regarding the Medicaid pharmacy benefit to ensure compliance with all State and Federal regulations;
- Researches new Medicaid policies for their impact on the Pharmacy unit and its daily operations;
- Assists in the development and maintenance of OMPP rules and state plan amendments governing the pharmacy benefit of Medicaid;
- Develops and implements changes in policies, procedures, and work standards as needed to maximize efficient operations of the unit;
- Prepares written reports to supervisor when needed and requested;
- Attends meetings with other state and federal agencies as well as the public representing OMPP;
- Performs related duties as required.

**Job Requirements:**

- Knowledge of the policies and procedures of federal and state laws governing FSSA and other state programs;
- Active Indiana Board of Pharmacy licensure as a registered pharmacist;
- Knowledge of OMPP Programs and Policies and its effect on Indiana Health Coverage Programs;
- Knowledge of the federal Medicaid rebate program;
- Basic understanding of federal Medicaid requirements;
- Extensive knowledge of generally accepted pharmacy practices;
- Specialized knowledge in the area of prescription formularies and preferred drug lists;
- Specialized knowledge of insurance billing processes and procedures;
- Thorough knowledge of management principles and practices;
- Thorough knowledge of eligibility rules/Medicaid claims payment processing;
- Knowledge of policies and regulations pertaining to the distribution of pharmaceutical drugs;
- Knowledge of the state budgetary process;
- Ability to communicate complex theories and principles orally and in writing;
- Ability to develop and maintain effective cooperative and productive working relationships;
- Ability to plan and conduct professional and complex research;
- Ability to manage medium size projects.

**Difficulty of Work:**

Work is broad in scope and involves the integration of several professional skill areas, but is also highly specialized in nature. Work involves constant coordination and communication with local, state and federal entities. Guidelines are sometimes obscure and sometimes non-existent and creativity is required to establish guidelines as needed to maintain efficient operations. Complex and technical problems occur daily and incumbent must use considerable mature and professional judgment and insight in the adoption of theoretical and practical concepts to solve these problems.

**Responsibility:**

Incumbent works independently and makes non-routine decisions and recommendations as well as contributes ideas regarding policies and operations. Deviations from normal operation procedures may be discussed with the supervisor at the discretion of the incumbent. Decisions are reviewed for impact upon the agency goals, mission and policy. Errors in judgment would not be readily evident and could result in loss of federal funds and embarrassment to the agency as a whole.

**Personal Work Relationships:**

Incumbent works with a wide range of contacts such as representatives of other state and federal agencies, division directors, program managers, vendors, contractors, and members of the general public for the purpose of conducting research, representing OMPP to the public, implementing new procedure initiatives and resolving disputed issues.

**Physical Effort:**

Works in an office setting, attends meetings, reads policy and procedural issues, requires incumbent to sit, stand, walk, and lifting up to 10 pounds. Some in-state and out of state travel is required for attending meetings, conferences, or public speaking engagements.

**Working Conditions:**

Office setting, some in-state or out-of –state travel may be required—less than 5% of time.