

Code: 4409

Title: PHS FORMULARY MANAGER

SUMMARY: This classification manages, develops, implements and monitors cost effective pharmaceutical formularies for the Pima Health System (PHS), which includes evaluation of drug utilization, resolution of Pharmacy claims, developing and submitting required PHS and State reports and education of medical and pharmacy providers on the formulary and program/benefit changes.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Manages and provides operational oversight of the Pharmacy benefits for PHS;
Develops, implements and monitors cost-effective pharmaceutical formularies for PHS;
Develops and maintains non-formulary drug prior authorization criteria and approves or recommends denial of requests for same;
Develops and implements standards and procedures governing the provision of pharmacy services;
Reviews and researches Pharmacy claim issues, including duplicate claims, reimbursement requests from clients and related activities;
Supervises, trains, assigns work to and evaluates the performance of Pharmacy support staff;
Coordinates and participates in the PHS Pharmacy Committee to evaluate and/or selected products for inclusion in, or removal from, the formularies;
Performs and documents drug utilization evaluations by drug class;
Researches, prepares and submits reports relative to Pharmacy issues to Medical Director, Department Administration and Arizona Health Care Cost Containment agencies;
Develops and provides education to medical and pharmacy providers on the formulary, pharmacy benefits, and changes thereto;
Reviews and analyzes internal Pharmacy management reports and reports generated by pharmacy benefit management firms and resolves discrepancies;
Coordinates with PHS Contracts Division to define, develop and negotiate contracts in direct support of the Pharmacy programs and benefits;
Maintains currency on trends and developments in pharmaceutical products through professional research, review of pharmaceutical provider literature and attendance at conferences, seminars and meetings;
Monitors monthly financial reports for pharmacy expenditures, reconciles to budget projections, and implements appropriate action to control expenditures;
Identifies new pharmaceutical treatments/drugs which pose potentially adverse financial impact to PHS, briefs the Medical Director and Department Administration on such issues, and recommends alternative actions.

KNOWLEDGE & SKILLS:

Knowledge of:

- State and Federal program guidelines, rules and regulations for the provision of pharmaceutical services and products;
- State and Federal protocols, laws, rules and regulations for the dispensing of controlled and non-controlled pharmaceutical products;
- managed care practices and principles relative to pharmacy service and benefit programs;
- County Merit System Rules, Personnel Policies/Procedures and Administrative Policies;
- principles and techniques of effective employee supervision, training and evaluation;
- current trends and developments in pharmacy issues and topics.

Skill in:

- developing, implementing and monitoring a cost-effective formulary;
- problem solving and resolving Pharmacy claims issues;
- communicating effectively, orally and in writing;
- reviewing and analyzing utilization and cost information pertaining to pharmaceuticals;

- preparing and delivering or submitting required technical and management reports;
- conducting and documenting drug utilization evaluations;
- training, supervising and evaluating pharmacy support staff;
- developing and presenting educational materials and information to service providers.

MINIMUM QUALIFICATIONS:

A Doctorate in Pharmacy (Pharm. D.) from an accredited college or university and two years of direct pharmacy management experience in a managed care setting.

OTHER REQUIREMENTS:

Licenses and Certificates: This classification requires a current Arizona registration/license as a registered Pharmacist. Some positions may require a valid Arizona Class D Driver's License at the time of appointment or prior to completion of initial/promotional probation. Maintenance of required registration and/or licenses is a condition of employment. Failure to maintain required registration and/or license shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

06/05/01^(fn)
12/27/07 (Team)