

**STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION**

**PHARMACY PRACTICES CONSULTANT**

**I. DEFINITION**

This is highly responsible professional pharmacy consultative and compliance work performed primarily in the Departments of Health and Social Services and Regulation and Licensing. Positions allocated to this class are responsible for providing consultative services to professional and administrative personnel engaged in pharmaceutical storage, preparation and dispensing. In addition, positions allocated to this class are responsible for ensuring that compliance with state and federal laws, regulations, standards, and practices pertinent to their program areas are met by professional and administrative personnel in facilities where pharmaceutical services are performed. Such consultative and compliance services are provided through in office and/or on-site reviews to operators and employees of long-term and acute care facilities, halfway homes, residential care facilities, rural drug outlets, other related community and institutional pharmacies, and/or drug manufacturers or distributors. Employees in this class work independently under the general supervision of higher level administrative personnel or the Pharmacy Examining Board.

Examples of Work Performed within the Department of Health and Social Service:

- Provides consultative services to operators and employees of long-term care and related facilities where pharmaceuticals are stored, prepared, or dispensed.
- Performs on-site reviews of long-term and related facilities to determine compliance with registration, licensing, and operational requirements.
- Indicates where compliance is lacking and consults on the appropriate remedial action(s).
- Develops guidelines for methods and procedures related to pharmaceutical services in health care facilities.
- Reviews the work of professional employees engaged in dispensing prescriptions and making pharmaceutical preparations.
- Reviews necessity for maintenance of records of drugs dispensed including required registers on supply and dispensing of narcotics and alcohol.
- Determines and/or interprets requirements for preparation and dispensing prescriptions and orders for medications including the most complex pharmaceutical preparations.
- Determines quantities and types of pharmaceuticals which can be made in the pharmacy as well as the feasibility of making standard pharmaceuticals, evaluating cost, time and availability factors.
- Determines and interprets the pharmaceutical supply requirements of the pharmacy.
- Meets with representatives of drug and hospital supply firms to discuss new drugs, drug uses and prices and determines drug availability and best sources of supply.
- Gives testimony in court as an expert witness.
- Keeps records and prepares reports.

Examples of Work Performed within the Department of Regulation and Licensing:

- Provides consultative services to pharmacists and employees of community and institutional pharmacies, rural drug outlets and drug manufacturers or distributors where pharmaceuticals are stored, prepared or dispensed and to state agencies which regulate the use of pharmaceuticals.
- Performs on-site compliance inspections of community or institutional pharmacies and other drug outlets to determine compliance with registrations, licensing and operational requirements.
- Performs on-site compliance inspections of firms which make or distribute prescription drugs and controlled substances to determine compliance with applicable laws, regulations and standards.
- Investigates complaints and initiates action against violations of any laws relating to the preparation, compounding, dispensing, distribution or transfer of drugs.
- Indicates where compliance is lacking and consults on the appropriate remedial action(s).

- Issues violation citations and recommends corrective action to the Pharmacy Examining Board.
- Reviews the work of persons engaged in dispensing prescriptions and making pharmaceutical preparations.
- Reviews necessity for maintenance of records of drugs dispensed, including required registers on supply and dispensing of controlled substances, poisons and alcohol.
- Determines and/or interprets requirements for preparation and dispensing prescriptions and orders for medications including the most complex pharmaceutical preparations.
- Determines the feasibility, quantities and types of pharmaceuticals which can be manufactured in the pharmacy.
- Ensures a representative supply of drugs, chemicals and biologicals in licensed pharmacies as are necessary to fulfill pharmaceutical demands.
- Directs disposition of drugs in disaster situations.
- Directs the destruction of confiscated drugs or out-dated drugs.
- Gives testimony in court as an expert witness.
- Keeps records and prepares reports.

## II. QUALIFICATIONS

### Required Knowledge, Skills and Abilities

- Thorough knowledge of the principles, methods, practices, techniques and materials of pharmacy.
- Thorough knowledge of federal and state laws and rules pertaining to the use of pharmaceuticals.
- Ability to explain and interpret pharmaceutical regulations clearly either verbally or in writing.
- Thorough knowledge of the required records kept and operational procedures followed in community and institutional pharmacies and other categories of licensees.
- Knowledge of investigational techniques, methods and procedures.
- Ability to provide consultative service to pharmacists, other allied health professionals, and lay persons.
- Ability to develop guidelines for compliance and evaluate obtained results.
- Ability to establish and maintain effective relationships in the resolution of problems involving complex and sensitive matters.
- Ability to effectively communicate operational deficiencies and recommend appropriate courses of corrective action.
- Ability to keep records and make clear and concise reports.

### Training and Experience:

Graduation from an accredited school of pharmacy and three years of experience as a registered pharmacist.

### Special Requirement:

Registration or eligibility for registration as a pharmacist in the State of Wisconsin.