



State of New Mexico
Classification Description

PHARMACIST

General Summary

Employees in this class perform professional pharmacy work in either a pharmacy, clinical, regulatory, or administrative setting. Employees may be responsible for screening and preparing physician's medication orders, recording data on patient/client profiles, dispensing drugs, chemicals and other pharmaceutical products, and maintaining inventory.

Work may include training, writing, interpreting or implementing policies and procedures. Work may include providing consultation to clinicians, providing instruction to others, performing medication regimen and chart reviews with written feedback and recommendations. Work may include developing and maintaining pharmacy formularies, and participating in drug utilization reviews and pharmacy related research.

Positions may have regulatory responsibilities such as clinical reviews, drug utilization reviews, inspections and audits, licensing, policy development, evaluation of drug studies and implementation of regulations, policies and procedures.

For regulatory environments:

Employees in this class perform professional, administrative, and consultative pharmacy work in regulatory, licensing, and surveying (inspecting) health care facilities (licensed pharmacy establishments/ license requirements by board) to determine compliance with a variety of professional, State and Federal rules, regulations, and policies to protect the health and safety of the public. Employees may serve as members of a survey (inspections) team comprised of a variety of professional areas and are responsible for providing professional opinions, judgements and evaluations in certifying the pharmaceutical services in a variety of facilities.

Pharmacist I

Jobcode: HPHR23

Pay Band: HK

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

First level Pharmacist responsible for dispensing drugs prescribed by physicians and clinicians. Provides drug information to patients, and advises physicians, nurses and other practitioners regarding drug regimens, dosages, interactions and side effects of medications. May consult on or conduct programs for statewide pharmaceutical initiatives.

Recommended Education and Experience for Full Performance

Licensure as a Pharmacist with New Mexico Board of Pharmacy (NMBOP) and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Licensure as a Pharmacist with NM Board of Pharmacy.

Essential Duties and Responsibilities*

- Complete clinical duties including consults, drug information requests, drug utilization review checks, drug interaction checks, evaluate orders for appropriateness, manage and approve non-formulary requests, review/recommend vaccinations, therapeutic drug monitoring including pharmacokinetic and pharmacodynamic consultation and REMS compliance and required drug monitoring compliance, and provide patient counseling.

PHARMACIST

- Maintain processes, workflows, and reviews in distinct pharmacy settings with unique laws, regulations, and standards for each setting.
- Oversight of pharmacy technicians.
- Inspect and maintain drug storage areas for compliance.
- Conduct Medication Regimen Review for assigned populations in compliance with all applicable policies, state and federal laws, accrediting standards, and regulations.
- Manage inpatient hospital, long-term care, out-patient/clinic, warehouse, and/or retail distributive services. Prescription monitoring program reviews.
- Complete required and requested clinical reports.
- Work with staff to maximize insurance reimbursement including facilitating prior authorization completion and approvals.
- May perform required inspections at custodial, clinics, or other Board of Pharmacy (BOP) licensed facilities in compliance with state/federal laws and accrediting agencies.

DOH-Epidemiology

*Essential Duties and Responsibilities**

- Review the Prescription Monitoring Program for high-risk prescriptions upon receiving reports of fatal and non-fatal overdoses from emergency departments to identify high-risk prescribing practices and notify prescribers about their patients that have experienced a fatal overdose.
- Improve prescribing practices amongst controlled substance prescribers in NM by providing consultation on prescriptions reported in overdoses.
- Conduct and oversee training to increase prescribing of naloxone for pharmacies and hospitals to decrease opioid overdose deaths.
- Research and develop new prescription opioid and naloxone policies and initiatives.
- Assist in evaluating related overdose data to determine the effectiveness of various prevention interventions. Work with drug overdose evaluation team to determine if overdose prevention strategies are effective.

Pharmacist II

Jobcode: HPHR26

Pay Band: HL

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Second level fully-functional Pharmacist responsible for advising patients, physicians, and other health practitioners on the selection, dosages, interactions, and side effects of medications as well as monitoring the health and progress of those patients.

Recommended Education and Experience for Full Performance

Licensure as a Pharmacist with NM Board of Pharmacy and four (4) years of experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Licensure as a Pharmacist with NM Board of Pharmacy and two (2) years of experience as it pertains to the essential duties and responsibilities of the classification.

PHARMACIST

*Essential Duties and Responsibilities**

- Creates policies on medication management, assesses plans of care as part of a patient care team, and charts and documents medications.
- Approves budget plans, oversees procurement of supplies and equipment, and assists in appraising the effectiveness of the overall drug program.
- Supervises Pharmacy Technicians.
- May serve as a member of the local Pharmacy and Therapeutics Committee. (add to level I)
- Instructs nurses or other healthcare professionals in pharmacy-related subjects. (add to level I)
- Prepares estimates and requisitions for drugs and chemicals and keeps records of those received, on hand or dispensed. (add to level I)
- Manage inpatient hospital, long-term care, out-patient/clinic, and/or retail distributive services Prescription monitoring program reviews.
- Conduct Medication Regimen Review for assigned populations in compliance with all applicable policies, state and federal laws, accrediting standards, and regulations.
- Complete clinical duties including consults, drug information requests, drug utilization review checks, drug interaction checks, evaluate orders for appropriateness, manage and approve non-formulary requests, review/recommend vaccinations, clozapine monitoring compliance, antimicrobial stewardship interventions, and provide patient counseling.
- Maintain processes, workflows, and reviews in distinct pharmacy services with unique laws, regulations, and standards for each setting.
- Work with staff to maximize insurance reimbursement including facilitating prior authorization completion and approvals.
- Perform quarterly inspections at custodial facilities in compliance with state/federal laws and accrediting agencies.

Pharmacist III

Jobcode: HPHR30

Pay Band: HM

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

This is the senior seasoned Pharmacist responsible for budget preparations and providing oversight to other pharmacists. These positions also have regulatory and compliance responsibilities.

Recommended Education and Experience for Full Performance

Licensure as a Pharmacist with NM Board of Pharmacy and six (6) years of experience as it pertains to the essential duties and responsibilities of the classification.

For Regulation and Licensing Department (RLD): New Mexico State Licensure and must graduate from the New Mexico Law Enforcement Academy and become a Certified Peace Officer within one (1) year of hire.

Minimum Qualifications

Licensure as a Pharmacist with NM Board of Pharmacy and four (4) years of experience as it pertains to the essential duties and responsibilities of the classification.

PHARMACIST

For Regulation and Licensing Department (RLD): New Mexico State Licensure and must graduate from the New Mexico Law Enforcement Academy and become a Certified Peace Officer within one (1) year of hire.

Essential Duties and Responsibilities*

- Responsible for coordinating pharmacy systems such as information technology, logistics, and policies to ensure effective delivery of services.
- Creates policies on medication management, assesses plans of care as part of a patient care team, and charts and documents medications.
- May provide training and support to a pharmacy warehouse staff.
- Approves budget plans, oversees procurement of supplies and equipment, and assists in appraising the effectiveness of the overall drug program.
- Mentors other Pharmacists and supervises Pharmacy Technicians.
- For Pharmacist Clinician: collaborates with physicians to provide certain primary care and specialty care services, including prescribing medications, performing physical exams, and ordering lab tests.
- May serve as a member of the local Pharmacy and Therapeutics Committee.
- May participate in development of the policies and procedures ensuring the Pharmacy and its associated facilities are compliant with Health Resources and Services Administration (HRSA) rules, laws and regulations
- Instructs nurses or other employees in pharmacy related subjects such as 340B Program.
- Prepares estimates and requisitions for drugs and chemicals and keeps records of those received, on hand or dispensed.
- Manage inpatient hospital, long-term care, out-patient/clinic, and/or retail distributive services Prescription monitoring program reviews.
- Conduct Medication Regimen Review for assigned populations in compliance with all applicable policies, state and federal laws, accrediting standards, and regulations.
- Complete clinical duties including consults, drug information requests, drug utilization review checks, drug interaction checks, evaluate orders for appropriateness, manage and approve non-formulary requests, review/recommend vaccinations, clozapine monitoring compliance, antimicrobial stewardship interventions, and provide patient counseling.
- Represent Pharmacy Department on assigned committees, including coordination of Adverse Drug Reporting and Pharmacist Intervention processes
- Work with staff to maximize insurance reimbursement including facilitating prior authorization completion and approvals.
- Direct involvement with facility wide quality assurance initiatives and processes.

For Pharmacists/Drug Inspectors at Regulation and Licensing Department:

Distinguishing Characteristics

State Drug Inspectors, as pharmacists and certified peace officers, protect, promote and preserve the public health, safety and welfare through administration and enforcement of New Mexico Board of Pharmacy statutes and regulations to ensure the quality of drugs and related devices distributed, administered or dispensed in New Mexico; support the competent practice of pharmacy and provision of patient care and to decrease drug diversion.

- Enforces the provisions of all laws of the state pertaining to the practice of pharmacy and the manufacture, production, sale or distribution of drugs and their standards of strength and purity.

PHARMACIST

- Conducts routine and for-cause inspections throughout the state of facilities handling prescription drugs.
- Reviews pre-licensing applications, supports applicants to become licensed and operate in conformance with appropriate standards and requirements.
- Promotes, supports and enforces the competent practice of pharmacy and provision of patient care.
- Investigates complaints of misfiled prescriptions, controlled substance thefts, dispensing adulterated and unapproved drugs.
- Engages in operations and initiatives with other state and federal law enforcement agencies for drug law compliance.
- Collaborates with other practitioner licensing boards in ongoing initiatives including oversight of prescribing, dispensing, and administering controlled substances.
- On 24-hour emergency call for criminal interdiction and for civil and public health emergencies throughout the state.
- Participates in writing and reviewing pharmacist licensure examination questions and standard setting to provide a validated determination of competency through successful completion of licensure examination.
- Authors and publishes a quarterly newsletter to inform and educate licensees.

For Pharmacist/Prescription Monitoring Program (PMP) Director at Regulation and Licensing Department:

Distinguishing Characteristics

The Prescription Monitoring Program (PMP) Director oversees the operation and utilization of the PMP web-based electronic database, which aids in the data collection and reporting of dispensed controlled substance prescriptions to improve controlled substance prescribing and dispensing decisions and ultimately prevents controlled substance diversion, abuse, misuse and drug overdose deaths.

- As a licensed Pharmacist, PMP Director provides expertise to engage prescribing practitioners, healthcare licensing boards, patients and other stakeholders including policy makers, law enforcement, professional associations and patient advocates in issues related to controlled substance prescribing, dispensing and PMP utilization.
- Collaborates with the New Mexico Department of Health (DOH) and other in-state, out-of-state and federal agencies in order to promote patient health and safety.
- Promotes, facilitates and implements PMP integration into electronic health records (EHR) and pharmacy management systems throughout New Mexico.
- Validates data analysis performed by DOH Epidemiologists, which are used to create reports that are provided to prescribing practitioner licensing boards and to individual practitioners, and are made publically available through DOH.
- Participates in writing and reviewing pharmacist licensure examination questions and standard setting to provide a validated determination of competency through successful completion of licensure examination.

Pharmacist Manager I

Jobcode: HPHX35

Pay Band: HN

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

First level Pharmacy Manager responsible for coordinating and managing the daily operations of a pharmacy, including supervising pharmacists, pharmacy technicians, and administrative staff. Responsible for policy and procedure, budget, strategic planning, inventory, and licensing/accreditation.

PHARMACIST

Recommended Education and Experience for Full Performance

Licensure as a Pharmacist with NM Board of Pharmacy and eight (8) years of experience as a Licensed Pharmacist and two (2) years of management experience as it pertains to the essential duties and responsibilities of the classification.

Minimum Qualifications

Licensure as a Pharmacist with NM Board of Pharmacy and six (6) years of experience as Licensed Pharmacist and one (1) year of management experience as it pertains to the essential duties and responsibilities of the classification.

Essential Duties and Responsibilities*

- Creates policies on medication management, assesses plans of care as part of a patient care team, and ensures pharmacy program compliance with established codes, rules, and regulations.
- Approves budgets, administers the procurement of supplies and equipment, and manages appraising the effectiveness of the overall drug program.
- Recruits, hires, develops, and evaluates pharmacy staff. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Develops policies and procedures ensuring the Pharmacy and its associated facilities are compliant with BOP and Health Resources and Services Administration (HRSA) rules, laws and regulations.
- Prepares the department budget.
- Assures pharmacy operations remain licensed and accredited in accordance with all applicable standards, regulations, and laws.
- Serves as a member of the local Pharmacy and Therapeutics Committee.
- Prepares estimates and requisitions for drugs and chemicals required. Keeps records of those received, on hand or dispensed.
- Dispenses drugs prescribed by physicians and other health practitioners and provides information to patients about medications and their use.
- May advise physicians and other health practitioners on the selection, dosage, interactions and side effects of medications.

Pharmacist Manager II

Jobcode: HPHX40

Pay Band: HO

FLSA Status: FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Distinguishing Characteristics

Second level Pharmacy Manager responsible for managing through subordinate staff the largest and most complex state-level Pharmacy operations in multiple pharmacy sites and/or under multiple licensed pharmaceutical settings.

Recommended Education and Experience for Full Performance

Licensure as a Pharmacist with NM Board of Pharmacy and eight (8) years of experience as a Licensed Pharmacist and four (4) years of management experience as it pertains to the essential duties and responsibilities of the classification. ***For Executive Director/Chief Drug Inspector at RLD: New Mexico State licensure and Certification as a Peace Officer.***

PHARMACIST

Minimum Qualifications

Licensure as a Pharmacist with NM Board of Pharmacy and six (6) years of experience as a Licensed Pharmacist and two (2) years of management experience as it pertains to the essential duties and responsibilities of the classification. ***For Executive Director/Chief Drug Inspector at RLD: New Mexico State licensure and Certification as a Peace Officer.***

Essential Duties and Responsibilities*

- Develops strategic direction, establishes major plans, task assignments, and allocation of staffing.
- Creates policies on medication management, assesses plans of care as part of a patient care team, and ensures pharmacy program compliance with established codes, rules, and regulations.
- Approves budgets, administers the procurement of supplies and equipment, and appraises the effectiveness of the overall drug program.
- Develops policies and procedures ensuring the Pharmacy and its associated facilities are compliant with NMBOP and Health Resources and Services Administration (HRSA) rules, laws and regulations.
- Recruits, hires, develops, and evaluates pharmacy staff. Acts upon leave requests, conducts annual performance evaluations and recommends disciplinary actions.
- Assures pharmacy operations remain licensed and accredited in accordance with all applicable standards, regulations, and laws.
- Manages and chairs assigned Pharmacy committees. Participates as member of assigned clinical and administrative management committees.
- Performs duties of clinical Pharmacist as required.
- Oversees and ensures pharmacy related training.

For Executive Director/Chief Drug Inspector at Regulation and Licensing Department

Distinguishing Characteristics

Oversees the operation of the New Mexico Board of Pharmacy (“Board”) to protect the health, safety and welfare of the public through proper administration of the Board, consistent with its mission, including all its programs and licensing functions.

Essential Duties and Responsibilities*

- Supervises and directs Board staff, including administrative, financial, licensing, State Drug Inspectors and the Prescription Monitoring Program.
 - Ensures administrative and /or criminal violations of all laws and rules administered and enforced by the Board, including the Pharmacy Act; Drug Device and Cosmetic Act; Drug Product Selection Act; Controlled Substances Act; Imitation Controlled Substances Act; and Drug Precursor Act are aggressively pursued.
 - Liaison with other public entities; oversight and administration of cooperative programs with other health care and law enforcement agencies.
 - Serves as expert witness on behalf of District Attorneys statewide.
 - Participates in the deliverance of the strategic national stockpile in accordance with declared emergencies.
 - Develops and amends Board regulations to provide for the evolving practice of pharmacy and patient care.
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PHARMACIST

Statutory Requirements: Statutory requirements for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted including. It is the hiring Agencies responsibility to ensure the appropriate licenses/certifications are obtained for each position.

Conditions of Employment: Conditions of employment for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted.

Working Conditions: Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Established: 10/18/2019

Revised:

**Essential Duties and Responsibilities are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Supervisor must supervise two (2) or more full-time positions.*