



**TO:** SOUTHERN NEVADA DISTRICT BOARD OF HEALTH      **DATE:** May 26, 2016

**RE:** *Approval of classification specifications to establish a Clinical Pharmacist, Schedule 38 (\$128,980 – \$179,670) and Pharmacy Technician, Schedule 16 (\$41,870 - \$58,427), and to activate and reclassify the Social Worker position at Schedule 20 (\$54,080 - \$75,421)*

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### **PETITION # 23-16**

**That the Southern Nevada District Board of Health** *approves the establishment of the Clinical Pharmacist and Pharmacist Technician classifications, and approves activation and reclassification of the Social Worker specification.*

### **PETITIONERS:**

**Shandra Hudson, SPHR, SHRM-SCP, Human Resources Administrator** 

**Andrew J. Glass, FACHE, MS, Director of Administration** 

**Joseph P. Iser, MD, DrPH, MSc, Chief Health Officer** 

### **DISCUSSION:**

The Health District is in the process of securing funding to provide pharmacy services. Classification specifications for the positions of Clinical Pharmacist and Pharmacy Technician are required. Through this program, the District will be able to dispense needed pharmaceuticals to qualified patients at little or no cost. In addition these medications will be available on site, thereby significantly enhancing customer service.

Clinical Services relies on temporary staffing services to fulfill the social worker role. This method does not lend itself to the stability needed to provide the linkage to care. Establishing a Social Worker position internally provides more continuity in the flow of services while at the same time obviating the need for contracted services.

### **FUNDING:**

There are no current vacancies for Clinical Pharmacist and Pharmacy Technician. Projected staffing needs will be finalized upon receipt of grant funding. No additional funding is a part of this request.

The Social Worker position currently is funded through the Early Intervention Services (EIS) portion of the Ryan White A Grant. No additional funding is a part of this request.

**CLINICAL PHARMACIST**

**DEFINITION**

As the Clinical Pharmacist for SNHD this position will provide expert patient specific pharmacotherapy and pharmaceutical care including distributional, clinical, educational, informational and supervisory functions. Responsibilities also include managing/supervising assigned pharmacy staff and managing pharmacy operations including pharmaceutical inventory for SNHD. This position may also serve as a teacher/preceptor for other health care professionals and students related to the appropriate clinical use of medications, oversee or collaborate in clinical studies, and direct cost effective uses of medications.

**SUPERVISION RECEIVED AND EXERCISED**

- Works within Clinical Services and receives administrative direction from the Director of Clinical Services and/or the Chief Administrative Nurse.
- Provides direct management /supervision over Pharmacy staff.

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Dispense prescriptions and maintain records in accordance with Nevada Statutes and Regulations
- Provide medication use education to patients and caregivers
- Monitor and guide drug therapy through evaluating patient medical history, clinically significant drug interactions, adverse drug reactions, therapeutic duplications, drug dosage and compliance with drug regimen
- Conduct programs in adherence to drug regimens to achieve improved patient outcomes
- Responsible for the selection of medications for use at SNHD through in collaboration with Clinical Services
- Maintain inventory control, perform and monitor purchasing, receiving, stocking, return/recall of all pharmaceuticals at SNHD
- Manage pharmaceuticals and vaccines for outdates and maintain records for credits and returns
- Prepare prepackaged medications and fills orders for drugs and vaccines for clinics within SNHD
- Provide drug information for health care providers and patients
- Supervise staff including determining workloads, schedules and priorities. Ensures accuracy of work, recommends hires and terminations, conducts performance evaluations, counseling and discipline
- Contribute to the efficiency and effectiveness of Clinical Services and Pharmacy customers by offering suggestions and directing or participating as an active team member of a work team
- Act as Managing Pharmacist in accordance with Nevada State Law and State Board of Pharmacy statutes and regulations. Responsible for compliance with statutes and regulations by staff. Responsible for daily, ongoing management, supervision and customer service needs.
- Provide pharmaceutical care to specific patient populations through participation on designated clinical teams, allowing for the direct involvement with patient care through the selection and monitoring of drug therapy
- Provide written and or verbal consultation related to but not limited to clinical pharmacokinetics, selection and/or continuation of drug therapy and determination of therapeutic end points
- Train pharmacists and technicians

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Clinical Pharmacist (*Continued*)**

- Assist in instructing and training other medical personnel and serves as a preceptor for pharmacy students
- Develop, recommends and implements improved operating procedures
- Prepare budget for Pharmacy program
- Represent Pharmacy program in meetings with other departments, governmental agencies, community, business, professional and public agencies
- Monitor developments in legislations/regulations relevant to area of assignment. Review and interpret local, federal and state laws, regulations, standards and other regulatory requirements. Evaluate impact and recommend/implements related policy and procedures

### **QUALIFICATIONS**

#### **Knowledge of:**

- Federal, State and county laws and regulations governing compounding, dispensing, storage and use of medications
- Pharmacy standards of practice
- Supervisory principles and practices
- Controlled substances record keeping and reporting
- Drug indications and drug interactions
- Compounding techniques
- Pharmacy, EHR, institutional and personal computer systems including use of spreadsheets
- Principles of pharmaceutical care
- Laboratory values
- Infection control policies and practices
- Age specific patient care practices
- Handling, storage, use and disposal of hazardous materials
- Principles of budget preparation and control
- Communication methods and effective teams

#### **Ability to:**

- Manage and coordinate the work of professional and technical personnel
- Select, supervise, train, organize and evaluate staff
- Interpret and explain District policies and procedures
- Provide administrative and professional leadership for Medication Management and pharmaceutical care
- Recommend and implement goals, objectives and practices for providing effective and efficient pharmaceutical services
- Prepare and administer budgets
- Prepare clear and concise administrative and financial reports
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Use of computers and automation appropriate for pharmaceutical care and department management
- Communicate clearly and concisely with a wide variety of people from diverse socio-economic and ethnic backgrounds both orally and in writing.

## **SOUTHERN NEVADA HEALTH DISTRICT**

### **Clinical Pharmacist (*Continued*)**

- Establish and maintain effective working relationships with those contacted in course of work, including a variety of medical professional, community groups and general public
- Ability to work in a team environment

### **Training and Experience Guidelines**

#### **Training:**

- Doctor of Pharmacy Degree or Bachelor of Science degree in Pharmacy from an accredited pharmacy program

#### **Experience:**

- 3 years as a practicing pharmacist with 1 year of supervisory experience. 1 year Clinical pharmacy experience (may be concurrent with supervisory experience).
- Pharmacy residency training is a preferred.
- Clinical experience in communicable disease and prevention with particular focus in HIV preferred.

#### **License or Certificate:**

- Nevada State Board of Pharmacy licensure as a pharmacist
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license
- Be responsible for securing all required CMEs and other educational and professional training, along with maintaining for licensing body, all copies and required documentation

### **Blood Borne Pathogen Exposure Risk Assessment**

Category I – Usual tasks involve exposure to blood, body fluids, or tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are CATEGORY I tasks. Use of appropriate protective measures is required for every employee engaged in CATEGORY I tasks.

### **Air Borne Pathogens Exposure Risk Assessment:**

Category I – This position involves exposure to infectious airborne droplet nuclei. Category I employees are required to be fit tested and use proper respiratory protective equipment.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

### **CONDITIONS:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment prior to the completion of the probationary period.*

FLSA Exempt

Bargaining Unit Ineligible

Schedule 38

Approved by the Board of Health on

## **PHARMACY TECHNICIAN**

### **DEFINITION**

This position assists the pharmacist in the preparation, control and dispensing of medications by receiving, stocking, recording, compounding, filling, labeling and transporting medications. Responsibilities will also include data entry, retrieval, retention and processing of information, reports and other clerical functions.

### **SUPERVISION RECEIVED AND EXERCISED**

- Receives direct supervision from the Pharmacy Manager

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Assist in preparing prescriptions and maintaining records in accordance with Nevada Statutes and Regulations
- Assist pharmacist in dispensing of individual prescriptions
- Assist in maintaining inventory, prepares order for purchasing, receives, stocks, prepares medications for return/recall
- Assist in managing pharmaceuticals and vaccines for outdates and maintaining records for credits and returns
- Assist in preparing prepackaged medications and filling orders for drugs and vaccines for clinics within SNHD
- Contribute to the efficiency and effectiveness of the unit's customers by offering suggestions and directing or participating as an active team member of a work team
- Assist in training pharmacists, technicians and pharmacy students
- Assist in extracting and recording information from patient charts, laboratory information, clinical summaries, and computerized databases as assigned
- Assist in customer service to meet achieve optimal outcomes for patients
- Assist in prioritization of workload for pharmacist action/intervention
- Assist in the maintenance of mandatory records for licensure/accreditations
- Assist with cash transactions with customers for requested prescriptions; operate a cash drawer to receive funds; prints receipts, and balance a cash drawer each day

### **QUALIFICATIONS**

#### **Knowledge of:**

- Federal, State and County laws and regulations governing compounding, dispensing, storage and use of medications
- Pharmacy standards of practice
- Controlled substances record keeping and reporting
- Knowledge of pharmaceutical and medical terms, abbreviations, drug dosages, routes of administration and symbol commonly used in prescribing, dispensing, administering and charting of medications
- Perform arithmetical calculations required for dosage determinations and preparations

SOUTHERN NEVADA HEALTH DISTRICT  
Pharmacy Technician (*Continued*)

- Procedures and operations related to the preparation, packaging, and labeling of drug products
- Non-sterile compounding techniques
- Pharmacy, EHR, institutional and personal computer systems including use of spreadsheets
- Infection control policies and practices
- Age specific patient care practices
- Handling, storage, use and disposal of hazardous materials
- Communication skills written and oral
- Skill in working in a team environment

**Ability to:**

- Manage personal workload and prioritize items for pharmacist attention
- Recommend and implement goals, objectives and practices for providing effective and efficient pharmaceutical services
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Use of computers and automation appropriate for pharmaceutical care and department management
- Communicate clearly and concisely, both orally and written including a wide variety of people from diverse socio-economic and ethnic backgrounds
- Establish and maintain effective working relationships with those contacted in course of work, including a variety of medical professional, community groups and general public
- Prepare and maintain accurate counts and records
- Perform simple mathematical calculations

**Training and Experience Guidelines**

**Training:**

- Completion of a formalized pharmacy technician training program recognized by the Nevada State Board of Pharmacy

**Experience:**

- Three (3) years experience as a Pharmacy Technician, with experience preferred in both a retail setting and hospital setting.

**License or Certificate:**

- Valid Nevada State Board of Pharmacy Certification as a Pharmacy Technician
- Possession of, or ability to obtain, an appropriate, valid Nevada driver's license
- Be responsible for securing all in service education required for maintaining appropriate certifications and/or licenses required

**Blood Borne Pathogen Exposure Risk Assessment**

**Category I** – Usual tasks involve exposure to blood, body fluids, or tissues. All procedures or other job-related tasks that involve an inherent potential for mucous membrane or skin contact with blood, body fluids, or tissues, or a potential for spills or splashes of them are CATEGORY I tasks. Use of appropriate protective measures is required for every employee engaged in CATEGORY I tasks.

**Air Borne Pathogens Exposure Risk Assessment:**

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**CONDITIONS:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

*New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment prior to the completion of the probationary period.*

FLSA Non-Exempt  
Bargaining Unit Eligible  
Schedule 16  
Approved by the Board of Health on



## SOCIAL WORKER

### DEFINITION

To provide case management services to eligible clients, in which an individual's needs are identified and the psychosocial, habilitative and medical services designed to meet those needs are located, coordinated and monitored in collaboration with other professional staff.

### SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by the Community Health Nurse Supervisor responsible for the program.

**Social Worker may provide technical and functional direction to Linkage to Care coordinators as assigned to support Social Worker duties.**

**EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES** – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Conducts casework interviews with clients, family members, service providers, employers and others to obtain information for formulating program/service eligibility and case status
- Identifies psychosocial, economic and physical needs of clients; assesses and reassesses client's support systems, available community resources and other factors to plan, develop, and implement an appropriate service plan.
- Develops and implements a case plan that presents intervention strategies to meet client needs including alternative placement, job training, socialization, nursing services, legal and medical intervention and financial assistance according to State and federal regulatory guidelines and budget limitations.
- Provides ongoing case management **and linkage to care coordination oversight** by monitoring delivery of services, reassessing client needs including ongoing eligibility for services; tracks client progress and well being, evaluates case plan effectiveness, and effectively manage resources; prevents conflicting case plans and duplication of services. **In exceptional need cases, home visits may be conducted if approved by Supervisor.**
- Refers clients to appropriate community medical, emotional, economic and social support organizations; advocates for or assists the client in obtaining such services.
- Provides basic intervention for client **and client support persons** with counseling as required, reports instances of neglect or abuse to the appropriate authorities; utilizes appropriate controls for individuals who may be aggressive, combative or hostile by following established protocols and policies.
- May be responsible for training, **oversight and assistance with evaluation input for of the performance of linkage to care coordinators assigned to assist with Social Workers duties.**
- Prepares complete and accurate case notes; writes correspondence, reports and other written materials; may prepare statistical reports and summaries; inputs data.
- Explains agency and program rules, regulations and procedures; assists clients in completing required forms and in gathering necessary documentation.
- Confers with other divisional professionals and supervisors regarding cases and scheduling and to coordinate activities.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Perform related duties as assigned.

**SOUTHERN NEVADA HEALTH DISTRICT**  
**Social Worker (Continued)**

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of social work and case management techniques used in the assigned program arena.
- Federal regulations and state laws applicable to the program assigned.
- Grant and grant compliance if applicable to the position.
- Current information pertaining to the symptoms, control, treatment, and effects of HIV/AIDS, substance abuse, mental illness and family dynamics in families dealing with chronic illness.
- Advanced interviewing skills.
- Advanced psychosocial assessment skills.
- Public and private social services providers within the community and community resources and programs available to clients with identified needs.
- Collaborative case planning.
- De-escalation and crisis intervention techniques.
- Computer applications related to the work including proficiency in Microsoft Word and Excel, and use of basic Access applications.
- Record keeping principles and practices; correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Programs and eligibility requirements for the Social Security Administration, Nevada State Medicaid, Clark County Social Service and Food Stamps, and other relevant programs.

**Ability to:**

- Analyze, interpret, apply and explain **applicable grant deliverable requirements**, complex laws, codes, regulations and procedures.
- Assess cases appropriately and utilize the most appropriate community resources to provide effective client services.
- Prepare clear and concise reports, correspondence and other written materials.
- Operate a computer and software applicable to the position.
- Use initiative and independent judgment within established procedural guidelines; organize own work, set priorities and meet critical deadlines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate exceptionally well orally, in writing and over the telephone.

**Training and Experience Guidelines**

**Training:**

- Equivalent to a Bachelor's Degree in Social Work or a field closely related to social work.

**Experience:**

- Two years case work experience in a health care facility, a social service agency, or field work.



**SOUTHERN NEVADA HEALTH DISTRICT**  
**Social Worker (Continued)**

**License or Certificate:**

- Possession or ability to obtain and maintain an appropriate, valid Nevada driver's license as a condition of employment.
- Social worker, or provisional license by the State of Nevada Board of Examiners for Social Workers required at the time of application.

**Working Conditions:**

- Working with individuals having infectious and/or communicable diseases.
- **Potential exists to visit individual client residences**

**Conditions:**

*All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.*

Bargaining Unit Eligible

FLSA Non-Exempt

Schedule **18**

Approved by the Board of Health on 2/26/04

Revisions Approved by the Board on 4/28/05