

Minimum Qualification Specifications
for the Class:PATIENT ASSISTANCE PROGRAM COORDINATOREducation Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Experience Requirement:

Two (2) years of progressively responsible professional experience which provided knowledge of patient assistance program activities for the indigent, such as, assisting clients/patients in access and application for medical assistance programs, pharmaceutical charity programs, and community healthcare agencies; familiarity with financial and payer requirements pertaining to the under and uninsured; demonstrate the ability to provide Patient Assistance Program (PAP) services and the handling of pharmaceuticals in accordance with rules, regulations and/or other guidelines; communicate effectively, orally and in writing; and plan, organize and carry out assigned activities independently.

Substitutions Allowed:Substitution of Experience for Education:

1. Professional patient assistance program activities experience may be substituted for education on a year-for-year basis.
2. Possession of a current Certified Pharmacy Technician (CPhT) certification, or equivalent, received through successful qualification on the national accreditation examination administered by the Pharmacy Technician Certification Board (PTCB) or Institute for the Certification of Pharmacy Technicians (ICPT) may be substituted for one (1) year of education.

Substitution of Education for Experience:

1. Possession of a bachelor's degree from an accredited college or university in a health field which included course work in anatomy, physiology and/or medical terminology courses may be substituted for six (6) months of experience.

2. Possession of a Master's degree in health care, hospital administration, public health administration, social work or nursing may substitute for one (1) year of experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. In such positions, applicants must possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position.

Physical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first minimum qualification specifications for the class, Patient Assistance Program Coordinator.

DATE APPROVED: May 11, 2010

PAUL TSUKIYAMA
VP/Director of Human Resources