



**STATE OF NEW HAMPSHIRE
BOARD OF PHARMACY**

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June 18, 2013

The Honorable Mary Jane Wallner, Chairman
Fiscal Committee of the General Court
State House
Concord, New Hampshire 03301

M. J. Wallner
Approved by Fiscal Committee 7/10/13
Date

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Authorize the Board of Pharmacy to accept and expend a grant from the National Association of State Controlled Substances Authorities (NASCSA), Quincy, Massachusetts, (Vendor Code # 227900) in the amount of \$15,500, to implement the Controlled Drug Prescription Health and Safety Program pursuant to Chapter 196, Laws of 2012. Effective upon Governor and Council approval through June 30, 2014. This is 100% Other (NASCSA Grant).

2. Pursuant to RSA 124:15, the Board of Pharmacy respectfully requests authorization to establish a part-time position, Class 50, Administrator I, Labor Grade 27, effective upon Joint Fiscal Committee and Governor and Council approval through June 30, 2014. This position would report to the advisory council established in the statute and the Board of Pharmacy.

Funds are to be budgeted in account #05-0074-074-PHB743510-3331PDM/HEALTH AND HUMAN SERVICES/HHS: ADMIN ATTACHED BOARDS/PHARMACY BOARD/PRESCRIPTION DRUG MONITORING as follows:

Class	Class Description	Adj Auth	Increase/Decrease Amount Budgeted	Revised Amount
State FY 14 Revenue				
401716	Private Local Funds	\$ -	\$ 15,500	\$ 15,500
Expenditure				

Expenditure				
020-500200	Current Expense	\$ -	\$ 1,005	\$ 1,005
022-500248	Rents-Leases Other Than State	\$ -	\$ -	\$ -
026-500251	Organizational Dues	\$ -	\$ -	\$ -
027-502799	Transfers To DoIT	\$ -	\$ -	\$ -
028-500292	Transfers To General Services	\$ -	\$ -	\$ -
029-500290	Intra-Agency Transfers	\$ -	\$ -	\$ -
030-500310	Equipment New/Replacement	\$ -	\$ -	\$ -
039-500187	Telecommunications	\$ -	\$ -	\$ -
046-500464	Consultants	\$ -	\$ -	\$ -
049-500294	Transfer to Other State Agencies	\$ -	\$ -	\$ -
050-500109	Personal Service-Temp/Appointe	\$ -	\$ 13,000	\$ 13,000
059-500117	Temp Full Time	\$ -	\$ -	\$ -
060-500601	Benefits	\$ -	\$ 995	\$ 995
066-501802	Employee Training	\$ -	\$ -	\$ -
070-500706	In-State Travel Reimbursement	\$ -	\$ 500	\$ 500
072-500753	Grants-Federal	\$ -	\$ -	\$ -
073-500582	Grants-Non Federal	\$ -	\$ -	\$ -
080-500712	Out-Of State Travel Reimb	\$ -	\$ -	\$ -
102-500731	Contracts for Program Services	\$ -	\$ -	\$ -
103-500735	Contracts for Op Services	\$ -	\$ -	\$ -
Total Expenditures		\$ -	\$ 15,500	\$ 15,500

EXPLANATION

Explanation for Requested Action #1:

Purdue Pharma, a major pharmaceutical company, awarded National Association of State Controlled Substances Authorities (NASCSA) approximately \$2 million to pass through to states with pending or active prescription drug monitoring programs. The funds are intended to assist the states in implementation and/or the enhancement of a prescription drug monitoring program. On June 12, 2012, New Hampshire's Controlled Drug Prescription Health and Safety Program legislation, Chapter 196, Laws of 2012, was signed into law. The law tasks the Board of Pharmacy to implement the program without the use of general funds or increasing professional fees. The New Hampshire Board of Pharmacy applied for the grant from National Association of State Controlled Substances Authorities ("NASCSA") and was awarded a grant in the amount of \$15,500 from the NASCSA. The Board is actively pursuing funding in order to further comply with this law through a Harold Rogers Federal grant.

Funding in the amount of \$15,500, will be utilized as follows:

- Class 20 - To pay for photocopying, office supplies, etc.
- Class 50 - To pay one part time Administrator I, Labor Grade 27, to administer the program
- Class 60 - To pay for position's benefits
- Class 70 - To pay in-state travel required by the part time staff to administer the program

Explanation for Requested Action #2:

This grant will be utilized to hire a part time employee who will work under the direction of an advisory council and the Board of Pharmacy to assist with rulemaking, sustainability, the grant writing

process, training and implementation. One (1) part time Administrator I, Labor Grade 27, will be hired to administrate this new program. The Division of Personnel has approved the request for TMPPT3396

The following information is provided in accordance with the Comptroller's instructional memorandum dated September 21, 1981.

- 1) List of personnel involved: One (1) part time position, Administrator I, Labor Grade 27, Class 50.
- 2) Nature, Need, and Duration: The part time position will assist with rulemaking, sustainability, the grant writing process, training and implementation
- 3) Relationship to existing agency programs: The position will be responsible as a project manager reporting to the Board of Pharmacy and working for the successful completion of the Prescription Drug Monitoring Program Advisory Council goals.
- 4) Has a similar program been requested of the legislature and denied? No
- 5) Why wasn't funding included in the agency's budget request? At the time of the creation of the FY 14 budget this program was not established.
- 6) Can portions of the grant funds be utilized? Yes, 100% Other/Agency Income
- 7) Estimate the funds required to continue this position(s): Salary \$13,000 / Benefits \$ 995.

In the event that these funds are no longer available, no general funds will be requested to continue this programming.

Please do not hesitate to contact me if you have any questions.

Sincerely,



James M. Queenan, R.Ph. MBA
Executive Secretary/Director



James Queenan
NH Board of Pharmacy
57 Regional Drive
Concord, NH 03301

Dear Mr. Queenan:

On behalf of the Executive Committee and Special Projects Committee of the National Association of State Controlled Substances Authorities (NASCSA) I wanted to congratulate you as a recipient of the 2013 Prescription Drug Monitoring Program Grant Program in the amount of \$15,500.00. As you know, this program was the result of generous support from Purdue Pharma LLP to NASCSA for grants to assist states in providing enhancements and support for states with prescription drug monitoring programs. We had many applications for the grant funds this year, and in an effort to award funds to as many states as possible, we have awarded each state less than was requested. We will send an email shortly with the specific details of your award. If your application was missing anything or if the committee has a special request, it will be in the follow-up email.

Please note that all awardees of grants under this program are expected as a condition of the award to attend the annual conference of NASCSA October 22-25, 2013 at the Westin Hotel at Crown Center in Kansas City, Missouri and may be asked to present an overview of how grant monies were expended and any findings (additional details will be provided this spring). Travel expenses to attend the conference will be paid for by NASCSA. In addition, all awardees are expected to submit quarterly status reports and spending plans and must adhere to deadlines for submitting this information.

In the next week or so, additional details of the grant will be forwarded to you on the request and reporting processes for this grant.

I would like to thank the other members of the Special Projects Committee, Monica Simmons, Danna Droz and Brian Howes for their tireless work to ensure that the submissions were thoroughly evaluated.

We look forward to working with you in the coming year as you utilize these funds to support the important work of state Prescription Drug Monitoring Programs. All of our members look forward to learning more about your experiences.

Should you have any questions or concerns please feel free to contact me at margaret.clifford@nh.gov or 603-271-2325. Again, congratulations.

Kathy Keough
Executive Director, NASCSA
Phone: (603) 271-2325—Peg Clifford
Fax: (603) 271-2856—Peg Clifford
www.nascsa.org
Please visit our new interactive site: <http://forum.nascsa.org>

SUPPLEMENTAL JOB DESCRIPTION

Classification: ADMINISTRATOR I

Function Code 0069-074

Position Title: Prescription Drug Monitoring Specialist Date Established: 5-2-13

Position Number: 9 Temp

Date of Last Amendment:

SCOPE OF WORK: To establish a viable prescription drug program by contracting with a third party vendor that meets the statutory requirements and that Board of Pharmacy objectives by assessing needs and making recommendations.

ACCOUNTABILITIES:

- Recommending agency policies and operational procedures required for data transmission, collection, practitioner availability and usage.
- Make preliminary recommendations for the development for administrative rules regarding prescription drug monitoring (PMP) to meet the agency's goals and objectives.
- Work with Office of Legislative Services and Joint Legislative Committee on Administrative Rules (JLCAR) to adopt Prescription Drug Monitoring Program (PMP) administrative rules.
- Participate in the development of a PMP budget including statistical and narrative reports on programs.
- Research grants and other revenue vehicles for the Prescription Drug Monitoring Program (PMP) as identified by program needs to sustain financial viability.
- Develop a job description for the expected PMP Coordinator position.
- Explains and interpret PMP program policies, procedures and guidelines in assigned area of responsibility.
- Prepares and monitors Fiscal Committee and Governor & Council requests regarding the PMP program
- Work with the vendor and the stakeholders to develop a training program for practitioners and dispensers of control medications schedule II, schedule III and schedule IV.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in business management, public health or health care.

Experience: Five years' experience in a field or occupation relevant to program area in public health, health care or business administration, or a closely related field, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

OR

Education: Bachelor's degree from a recognized college or university with major study in business management, public health or health care.

Experience: Six years' experience in a field or occupation relevant to program area in public health, health care or business administration, or a closely related field, three years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

License/Certification: License or registration required if necessary for performing professional job accountabilities.

SPECIAL REQUIREMENTS:

- Basic keyboard, word and spreadsheet computer skills are required.
- Basic knowledge of prescription delivery process and prescription drug monitoring programs is required.
- Ability to communicate effectively orally and in writing is required.
- Ability to establish and maintain effective working relationships is required.

PREFERRED QUALIFICATIONS:

- Basic knowledge of social, economic, and cultural conditions and issues typically surrounding substance abuse problems is preferred.
- Basic knowledge of budgets projections, fund raising and purchasing proposals is an advantage.
- Basic Knowledge of the broad field of public health with emphasis upon planning, consultation, and quality control is preferred.
- Understanding the value of data analysis to identify issues, impact patient safety and trends in substance abuse and misuse is preferred.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES: I have reviewed this job description for content.

Reviewer's Name, Title & Position #: James M. Queenan R.Ph MBA, Executive Secretary /Director, #18659

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date

Supervisor's Name, Title, & Position #: James M. Queenan R.Ph MBA, Executive Secretary /Director, #18659

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

Supervisor's Signature

Date Reviewed

Jennifer J. Elberfeld

JB

5/1/13

Division of Personnel

Date Approved