

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**
Pharmacy Board Compliance**SERIES NO.:**
2156**MAJOR AGENCIES:**
Pharmacy Board**EFFECTIVE DATE:**
01/21/2007**SERIES PURPOSE:**

The purpose of the pharmacy board compliance occupation is to inspect sites where drugs are dispensed, manufactured or sold for compliance with drug laws & regulations.

At the lower levels, incumbents inspect establishments where drugs are dispensed, manufactured or sold. At the supervisory levels, incumbents supervise lower-level compliance agents or supervise & oversee statewide compliance activities of the board. At the managerial level, incumbents act as advisor on pharmacy board laws, rules & regulations, oversee budget & administer licensing examination program.

CLASS TITLE

Pharmacy Board Compliance Agent

CLASS NUMBER

21561

PAY RANGE

33

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of state & federal laws regarding practice of pharmacy in order to inspect establishments where drugs are dispensed, manufactured or sold for compliance with drug laws.

CLASS TITLE

Pharmacy Board Compliance Specialist

CLASS NUMBER

21562

PAY RANGE

17

EFFECTIVE

01/09/2005

CLASS CONCEPT:

The advanced level class works under direction & requires thorough knowledge of state & federal laws regarding practice of pharmacy in order to inspect diverse & specialized establishments (i.e., record keeping systems are complex & multiple parties have access to drugs or situations requiring drugs to be out of pharmacy) for compliance with drug laws.

CLASS TITLEPharmacy Board Compliance Regional
Supervisor**CLASS NUMBER**

21565

PAY RANGE

14

EFFECTIVE

01/21/2007

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of state & federal laws regarding practice of pharmacy in order to supervise pharmacy board compliance agents & specialists in inspection of establishments where drugs are dispensed, manufactured or sold for compliance with state & federal laws & regulations & investigation of establishments suspect of violations in assigned region of state.

CLASS TITLE

Pharmacy Board Compliance Supervisor

CLASS NUMBER

21566

PAY RANGE

15

EFFECTIVE

01/21/2007

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of state & federal laws regarding practice of pharmacy in order to coordinate statewide compliance program activities & supervise pharmacy board compliance regional supervisors in enforcement of state & federal laws & regulations regarding manufacturing, dispensing & sale of drugs.

CLASS TITLEPharmacy Board Legislative Affairs
Administrator**CLASS NUMBER**

21567

PAY RANGE

16

EFFECTIVE

01/21/2007

CLASS CONCEPT:

The managerial level class works under administrative direction & requires thorough knowledge of state & federal laws regarding practice of pharmacy & considerable knowledge of supervision in order to interact with & advise state & federal legislators on pharmacy board related laws, rules & regulations, oversee pharmacy board budget & administer pharmacy board licensing examination program, continuing pharmacy education program for license renewal & drug identification program.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Pharmacy Board Compliance Agent	21561	07	03/26/1990	33

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Inspects pharmacies, health clinics, industrial first-aid rooms & other establishments where drugs are dispensed, manufactured or sold to ensure compliance with state & federal drug laws & regulations (i.e., examines drugs, prescription record keeping files, invoices & other items required to document compliance & audits purchase & dispensing records), prepares report of inspection findings, determines violations, initiates corrective action & follows up to verify compliance.

Investigates complaints of violations of drug laws & regulations (i.e., audits purchase & dispensing records, interviews persons involved, gathers evidence & prepares & submits investigative reports) & assists in prosecution of violators (e.g., testifies in court &/or before pharmacy board).

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; practice of pharmacy; state & federal laws regulating practice of pharmacy. Skill in use of calculator & computer*. Ability to deal with non-verbal symbols in formulas, equations or graphs; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with pharmacists, officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

12 mos. trg. or 12 mos. exp. in drug law enforcement or pharmaceutical industry; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to physical harm; possible contact with armed hostile suspects; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Pharmacy Board Compliance Specialist	21562	11	01/09/2005	17

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Conducts inspections of diverse & specialized establishments where drugs are dispensed, manufactured or sold (i.e., establishments in which record keeping systems are complex & multiple parties have access to drugs such as hospitals, physicians' offices, fluid therapy pharmacies, radionuclear pharmacies or situations requiring drugs to be out of pharmacy such as overnight drug cabinets in nursing homes) for compliance with state & federal drug laws & regulations (e.g., examines drugs, prescription record keeping files, invoices & other items required to document compliance, audits purchase & dispensing records), prepares report of findings, determines violations, initiates corrective action & follows up to ensure compliance.

Provides in-depth counseling to drug distributors to facilitate compliance with drug laws & regulations (e.g., evaluates drug distribution & record keeping systems; designs, redesigns or suggests improvements in record keeping), writes &/or updates policy & procedural manual used to guide facilities in setting minimum standards for distribution & handling of drugs, assists in establishing procedures for initiating corrective action to violations & provides drug information to distributors & general public to promote awareness of drug abuse & drug laws (e.g., prepares & delivers speeches; compiles statistics; responds to inquiries).

Investigates complaints of violations of drug laws & regulations (e.g., audits purchase & dispensing records, interviews persons involved, gathers evidence & prepares & submits investigative reports), participates in undercover surveillance activities (i.e., works as registered pharmacist incognito) & assists in prosecution of violators (e.g., testifies in court or before pharmacy board).

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; interviewing; practice of pharmacy; state & federal laws & regulations regulating practice of pharmacy. Skill in use of calculator & computer*. Ability to deal with non-verbal symbols in formulas, equations or graphs; use proper research methods in gathering data; gather, collate & classify information about data, people or things; handle sensitive inquiries & contacts with pharmacists, officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice pharmacy as pharmacist as issued by State Board Of Pharmacy pursuant to Section 4729.12 of revised code; 6 mos. exp. enforcing state & federal drug laws & regulations or 12 mos. exp. as registered pharmacist; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Annual renewal of license to practice as pharmacist.

UNUSUAL WORKING CONDITIONS:

May be exposed to physical harm; possible contact with armed hostile suspects; requires travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Pharmacy Board Compliance Regional Supervisor	21565	EX	01/21/2007	14

JOB DUTIES IN ORDER OF IMPORTANCE (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises pharmacy board compliance agents & specialists in inspection of establishments where drugs are dispensed, manufactured or sold for compliance with state & federal laws & regulations & investigations of establishments suspect of violations in assigned region of state.

Provides case management for complex investigations; coordinates activities of agents, specialists and expert witnesses; reviews & evaluates regulatory, investigation & statistical reports for submission to Pharmacy Board.

Actively participates in field work to provide hands-on training for compliance agents & specialists in state & federal laws, rules & regulations, investigative techniques, inspection/audit procedures, use of technical equipment & report writing; provides training regarding practice limitations & practice issues involving physicians, nurses, dentists, veterinarians & podiatrists; continuously updates training to reflect new laws & regulations.

MAJOR WORKER CHARACTERISTICS

Knowledge of supervisory principles/techniques*; employee training & development*; pharmacy practice; state & federal laws governing practice of pharmacy; pharmaceutical information systems (i.e., design & utilization of prescription & business records)*; criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence). Skill in operation of audio recorders, mobile & stationary closed circuit video recorders, wireless video transmitters & recorders, computer . Ability to deal with non-verbal symbols in formulas, equations or graphs; review technical material, recognizing errors & discrepancies; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with pharmacists, officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of core coursework for associate degree program in law enforcement; 8 yrs. exp. in drug law enforcement; valid driver's license.

-Or 10 yrs. exp. as commissioned law enforcement officer that included drug law enforcement; valid driver's license.

-Or 5 yrs. exp. as Pharmacy Board Compliance Agent, 21561; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT

Not applicable.

UNUSUAL WORKING CONDITIONS

May be exposed to physical harm; possible contact with armed, hostile suspects; requires overnight travel.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Pharmacy Board Compliance Supervisor	21566	EX	01/21/2007	15

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Coordinates statewide compliance program activities & supervises pharmacy board compliance regional supervisors in enforcement of state & federal laws & regulations regarding manufacturing, dispensing & sale of drugs (e.g., analyzes compliance & enforcement activities to assist executive level administrators in operational & strategic planning; determines manpower needs & placement; evaluates production & expenses; prepares budget recommendations; initiates all expenditures of board's law enforcement fund; plans for training of compliance agents & specialists; screens, interviews & hires applicants for supervisory, agent & specialist positions; with lower level supervisory input, evaluates staff performance & initiates disciplinary action as needed).

Oversees compliance activities of pharmacy board; actively participates in sensitive cases; reviews inspection & investigative reports & initiates corrective &/or adjudicatory action; involves executive director in problems or situations without previous board policy; writes, revises & implements compliance & enforcement procedures; secures evidence held in office; develops, oversees & maintains office record keeping system.

MAJOR WORKER CHARACTERISTICS:

Knowledge of supervisory principles/techniques; employee training & development; pharmacy practice; state & federal laws governing practice of pharmacy; pharmaceutical information systems (i.e., design & utilization of prescription & business records); criminal investigation (i.e., practice of investigative procedures & collection/presentation of physical evidence). Skill in operation of audio recorders, mobile & stationary closed circuit video recorders, wireless video transmitters & recorders, computer. Ability to deal with non-verbal symbols in formulas, equations or graphs; review technical material, recognizing errors & discrepancies; gather, collate & classify information about data, people or things; handle sensitive inquiries from & contacts with pharmacists, officials & general public.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Completion of core coursework for associate degree program in law enforcement; 10 yrs. exp. in drug law enforcement; valid driver's license.

-Or 12 yrs. exp. as commissioned law enforcement officer that included drug law enforcement; valid driver's license.

-Or 2 yrs. exp. as Pharmacy Board Compliance Regional Supervisor, 21565; valid driver's license.

-Or equivalent of Minimum Class Qualifications For Employment noted above.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Not applicable.

UNUSUAL WORKING CONDITIONS:

May be exposed to physical harm; possible contact with armed, hostile suspects; requires overnight travel.

CLASS TITLE	CLASS NUMBER	B. U.	EFFECTIVE	PAY RANGE
Pharmacy Board Legislative Affairs Administrator	21567	EX	01/21/2007	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Interacts with & advises state & federal legislators on pharmacy board related laws, rules & regulations (e.g., monitors, evaluates & recommends board response to proposed federal & state legislation & rules; represents board in meetings with legislators, government officials, other interested parties & public regarding legislation & rules; develops & recommends changes in pharmacy board laws & rules), oversees pharmacy board budget (e.g., provides supervision to fiscal staff members; assists in preparation of biennial budget; reviews & approves payroll & other budget expenditures; monitors all pharmacy board financial activities & recommends action on any variances) & administers pharmacy board licensing examination program, continuing pharmacy education program for license renewal (e.g., evaluates & administers program policies & procedures & plans, directs & oversees development & revision of program) & drug identification program.

Administers & evaluates pharmacy board drug identification program; provides supervision to drug identification staff; provides information concerning all federal & state laws concerning legal distribution of drugs to citizens, registrants, health professionals, prosecutors, law enforcement officers & other personnel associated with criminal justice system; provides information on pharmacy board programs & policies to private organizations, government officials, media & general public.

Prepares & directs preparation of articles for professional publications, correspondence, reports, policy statements, background papers & research projects on matters pertaining to all pharmacy board functions; oversees maintenance of reference materials & information sources available with board office.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management*; supervisory principles/techniques; employee training & development; manpower planning; pharmacy practice; state & federal laws governing practice of pharmacy; pharmaceutical information systems (i.e., design & utilization of prescription & business records). Skill in use of word processor or personal computer*. Ability to deal with many variables & determine specific action; prepare & deliver speeches before specialized audiences & general public; gather, collate & classify information about data, people or things; resolve complaints from angry citizens & government officials.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

License to practice pharmacy as issued by Ohio State Board Of Pharmacy pursuant to Section 4729.12 of revised code; 60 mos. exp. as registered pharmacist; 24 mos. trg. or 24 mos. exp. in supervisory principles/techniques; must be able to provide own transportation.

-Or equivalent of Minimum Class Qualifications For Employment noted above may be substituted for the experience required, but not for the mandated licensure.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of license as required by law.

UNUSUAL WORKING CONDITIONS:

Requires overnight travel.