

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Pharmacy Board Compliance Specialist

SERIES NO.:

2157

MAJOR AGENCIES:

Pharmacy Board

EFFECTIVE DATE:

2/23/2014

SERIES PURPOSE:

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

At the advanced level, incumbents inspect establishments where drugs are dispensed, manufactured or sold. At the supervisory level, incumbents supervise lower-level compliance specialists with investigations occurring within assigned regions, & supervise & oversee statewide compliance activities of the board.

CLASS TITLE

Pharmacy Board Compliance Specialist

CLASS NUMBER

21571

PAY RANGE

17

EFFECTIVE

2/23/2014

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 Specialist
Regional Supervisor**CLASS NUMBER**

21575

PAY RANGE

18

EFFECTIVE

2/23/2014

CLASS CONCEPT:

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

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Pharmacy Board Compliance Specialist	21571	11	2/23/2014	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>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Pharmacy Board Compliance Specialist Regional Supervisor	21575	EX	2/23/2014	18

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.)

Provides supervision & leadership for the Pharmacy Board Compliance Specialists (e.g., reviews & approves all investigative work conducted for completeness, accuracy & timeliness, reviews all operational plans & search warrants prior to the execution to evaluate the need & any safety concerns, provides training, evaluates performance, initiates discipline, screens, schedules & recommends applicants for interviews)

Gives direction & interpretation on complex & evolving drug distribution & recordkeeping systems (e.g., hospitals, nursing homes, surgical centers, radio nuclear pharmacies, fluid therapy pharmacies, specialized pharmacies, non-sterile & sterile compounding pharmacies & other specialized establishments) where drugs are dispensed, manufactured or sold in the State to ensure compliance with Ohio & federal drug laws and regulations (i.e. Ohio Pharmacy Practice Act & various industry standards & medical scopes of practice); reviews new specialized software & drug delivery systems that maintain security & proper record keeping.

Manages the compliance & enforcement activities of the Board (e.g., serves as supervising authority in sensitive cases, acting in informational & liaison capacity, evaluates inspection & investigative reports, initiates corrective &/or adjudicatory action, presents problems or situations with no previous Board policy to the Compliance Supervisor/Executive Director, secures evidence held in office, develops & implements compliance and enforcement procedures); analyzes compliance & enforcement operations to aid administrators in operational planning (e.g., determines manpower needs and placement; evaluates production and expense; prepares budget recommendations).

MAJOR WORKER CHARACTERISTICS

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

(*) Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

License to practice pharmacy as a pharmacist as issued by the State Board of Pharmacy pursuant to Section 4729.12 of the Revised Code; 24 mos. exp. as a registered pharmacist; valid driver's license.

-Or 12 mos. exp. as a Pharmacy Board Compliance Specialist, 21571; 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 a pharmacist.

UNUSUAL WORKING CONDITIONS

May be exposed to physical harm, possible contact with armed hostile suspects; spends high percentage of time in auto; required to travel overnight; often required to work overtime for no compensation.