

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

Pharmacy Board Compliance Specialist

**SERIES NO.:**

2157

**MAJOR AGENCIES:**

Pharmacy Board

**EFFECTIVE DATE:**

10/04/2015

**SERIES PURPOSE:**

The purpose of the pharmacy board compliance specialist occupation is to inspect diverse & specialized sites where drugs are dispensed, manufactured or sold & investigate drug law violations pertaining to the Ohio Revised Code, Ohio Administrative Code and federal regulations.

At the advanced level, incumbents inspect diverse & specialized establishments where drugs are dispensed, manufactured or sold & investigate drug law violations. At the supervisory level, incumbents supervise lower-level compliance specialists with investigations occurring within assigned regions, acts as an expert in pharmacy practice on Pharmacy Board laws, rules & regulations & supervises & oversees statewide compliance activities of the board.

**CLASS TITLE**

Pharmacy Board Compliance Specialist

**CLASS NUMBER**

21571

**PAY RANGE**

17

**EFFECTIVE**

10/04/2015

**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 TITLE**Pharmacy Board Compliance Specialist  
Supervisor**CLASS NUMBER**

21575

**PAY RANGE**

18

**EFFECTIVE**

10/04/2015

**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	10/04/2015	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, sterile & non-sterile compounding pharmacies, physicians' offices, fluid therapy pharmacies & clinics, radio nuclear 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 (i.e., 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 (i.e., 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 (i.e., prepares & delivers speeches; compiles statistics; responds to inquiries).

Investigates complaints of violations of drug laws & regulations (i.e., 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 (i.e., testifies in court or before Pharmacy Board).

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of safety practices (i.e., pharmacy practices and safe distribution of dangerous drugs); human relations; agency policies and procedures (i.e., OSBOP standard operating procedures)\*; government structure and process (i.e., Chapter 119. public hearings, state and federal criminal procedures); interviewing (i.e., licensees, potential licensees, suspects, witnesses and co-conspirators); natural sciences (i.e., specifically related to the practice of pharmacy); state and federal laws regulating the practice of pharmacy (i.e., administrative and criminal law including but not limited to related Ohio Administrative Code Sections 4729., 3719., etc. and Ohio Revised Code Sections 2925., 3715., 3719., etc.); Skill in business office software applications (e.g. Microsoft Office & agency specific programs)\*; equipment operations (i.e., covert surveillance equipment, computers and related devices); Ability to deal with many variables and determine specific action; use calculus; originate and/or edit technical, scientific or advanced literary publications; gather, collate and 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 Sections 4729.01 to 4729.29, inclusive of Ohio Revised Code; 5 yrs. exp. as registered pharmacist including 3 years of tertiary-level based hospital (ER, OR, ICU, Lab, etc.) experience involving sterile drug compounding, complex automated drug delivery systems, electronic record keeping systems and use of positive identification, or has other comparable institutional facility or diversified specialty pharmacy experience; 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; continuing pharmacy education as required in Section 4729.12 of Revised Code and Sections 4729-07-01 to 4729-07-07, inclusive of Ohio Administrative Code.

**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 Supervisor	21575	EX	10/04/2015	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 (i.e., 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 (i.e., 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 Enforcement Supervisor/Executive Director, secures evidence held in office, develops & implements compliance and enforcement procedures); analyzes compliance & enforcement operations to aid administrators in operational planning (i.e., determines manpower needs and placement; evaluates production and expense; prepares budget recommendations).

**MAJOR WORKER CHARACTERISTICS**

Knowledge of supervisory principles/techniques\*; budgeting; management; employee development; supervision; safety practices (i.e., pharmacy practices and safe distribution of dangerous drugs); human relations; agency policies and procedures (i.e., OSBOP standard operating procedures)\*; government structure and process (i.e., Chapter 119. public hearings, local and federal criminal procedures); interviewing (i.e., licensees, potential licensees, suspects, witnesses and co-conspirators); natural sciences (i.e., specifically related to the practice of pharmacy); state and federal laws regulating the practice of pharmacy (i.e., administrative and criminal law including but not limited to related Ohio Administrative Code Sections 4729., 3719., etc. and Ohio Revised Code Sections 2925., 3715., 3719., etc.); Skill in business office software applications (e.g., Microsoft Office & agency specific programs)\*; equipment operations (i.e., covert surveillance equipment, computers and related devices); Ability to deal with many variables and determine specific action; use calculus; originate and/or edit technical, scientific or advanced literary publications; gather, collate and classify information about data; 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 Sections 4729.01 to 4729.29, inclusive of Ohio Revised Code; 7 yrs. exp. as registered pharmacist including 36 mos. of hospital based experience (i.e., sterile compounding inclusive to the practice of pharmacy, auto drug delivery systems, record keeping and positive ID); valid driver's license.

-Or 24 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 pharmacist; continuing pharmacy education as required in Section 4729.12 of Revised Code and Sections 4729-07-01 to 4729-07-07, inclusive of Ohio Administrative Code.

**UNUSUAL WORKING CONDITIONS**

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