

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

Pharmacy Board Inspection

SERIES NUMBER

2155

MAJOR AGENCIES

Pharmacy Board

EFFECTIVE

02/05/2017

SERIES PURPOSE

The purpose of the pharmacy board inspection occupation is to inspect facilities that manufacture, distribute, store & sell controlled substances & dangerous drugs in accordance with Ohio Revised Code, Ohio Administrative Code & federal regulations.

JOB TITLE

Pharmacy Board Inspector

JOB CODE

21551

PAY GRADE

30

EFFECTIVE

02/05/2017

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.

JOB TITLE	JOB CODE	B. U.	EFFECTIVE	PAY GRADE
Pharmacy Board Inspector	21551	07	02/05/2017	30

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 regulatory inspections of licensed facilities where dangerous drugs are stored, sold, dispensed, compounded, manufactured, or otherwise distributed (e.g., retail pharmacies, emergency medical services, jail facilities, first aid rooms, health clinics, veterinary facilities) to ensure compliance with all Ohio & federal drug laws & regulations relating to legal distribution of dangerous drugs (i.e., reviews security & accountability pertaining to all dangerous drug stocks, prescription records, records of administration, other records of accountability required by law, dispensing & compounding equipment & pharmaceutical & legal library reference materials), inspects alternative record keeping systems for accountability, security & positive identification of all parts of practice of pharmacy.

Completes detailed inspection reports documenting findings & any violations necessitating verbal warnings or written warnings requiring written responses.

Interacts & collaborates with other pharmacy board employees in conducting inspections & assisting in investigative matters surrounding licensed & unlicensed facilities possessing dangerous drug stocks.

MAJOR WORKER CHARACTERISTICS

Knowledge of pharmacy terminology; basic drug information; quality control procedures; pharmacy dispensing process; alternative record keeping systems, positive ID systems, dangerous drug security & storage requirements & state & federal laws & regulations relating to practice of pharmacy & distribution of dangerous drugs; agency policies & procedures (i.e. Ohio State Board of Pharmacy standard operating procedures)*; public relations. Skill in computer operation & use of common Microsoft Office products (e.g., Word, Excel, and PowerPoint); operation of state vehicle. Ability to manage, review, & analyze large amounts of dispensing &/or prescribing data for patterns of misconduct; handle confidential information involving sensitive data, persons, places, & protected investigative materials or particulars in confidential manner; add, subtract, multiply, divide, & calculate fractions; define problems, collect data, establish facts & draw valid conclusions; maintain accurate records; work within individual & group settings; prepare & collect evidence.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT

Completion of associate program core coursework in law enforcement or health care related field; 24 mos. exp. within pharmaceutical industry; valid driver's license.

-Or passage of an examination approved by the State of Ohio Board of Pharmacy to determine a person's competency to perform services as a qualified pharmacy technician; 30 mos. exp. within pharmaceutical industry; valid drivers' license.

-Or 42 mos. exp. within 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.