

# TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600-21

AUSTIN, TEXAS 78701

512.305.8001

<http://www.tsbp.state.tx.us>

JOB VACANCY NOTICE

**Pharmacist I 4492**

Salary Group B27

ANTICIPATED START DATE JANUARY 1, 2014

Listing No. 14-002

Functional Title: Compliance Officer

Type: Full-Time

Beginning Salary: \$7,548.month

Refer To: Ben Santana

Opening Date: September 3, 2013

Closing Date: November 22, 2013

**50% TRAVEL REQUIRED**

## **JOB DESCRIPTION:**

Performs advanced, complex inspections of all classes of pharmacies licensed by the agency to ensure compliance with laws and rules governing the practice of pharmacy, including Class E (Non-Resident) Pharmacies. Conducts inspections of facilities applying for a pharmacy license. Works without immediate supervision using independent judgment as to the degree of non-compliance. Explains compliance-related deficiencies to pharmacists and other pharmacy representatives. Advises pharmacists and others of methods of correction. Provides highly technical information and education about laws and rules to agency customers. Investigates complaints, which may include collecting evidence and conducting joint investigations with other agency staff or regulatory agents. Prepares written reports. Maintains liaison with local, state, and federal officials and regulatory agencies.

## **MINIMUM QUALIFICATIONS** (License, Education, Experience):

B.S. or Pharm. D. degree in pharmacy from an accredited institution. Must have a minimum of three years pharmacy practice experience, preferably experience in a community and/or hospital pharmacy within the past 10 years in the state of Texas. Advanced education or varied work experience in public administration or business administration, law or pharmacy is desirable. Previous education and experience in compounding sterile preparations within the past 10 years in the state of Texas, including the completion of an accredited training program, is highly desirable. Previous work experience involving extensive overnight travel is preferred. Must have demonstrated ability to work on a personal computer. Knowledge of Word is desired. Must be able to demonstrate knowledge of business English, spelling and grammar.

Must possess an active pharmacist license issued by the Texas State Board of Pharmacy. Must possess a valid Texas Driver's License. Must pass state and national identification fingerprint checks. Insurability by agency's car insurance carrier is a condition of employment.

Designated duty point is personal residence. Must reside in Dallas County or Collin County. Work involves travel to inspect pharmacies in Dallas and surrounding areas. Work also involves travel to inspect pharmacies located in other states in the United States. Work may involve travel to various parts of Texas.

## **REMARKS**

Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Applicants who are selected for interviews will be required to complete skills tests in the Austin office. Must submit a State of Texas employment application. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered. Resume may supplement, not replace application. Applications must be received in the TSBP office by 5 p.m. on closing date above.

Job description & state of Texas application may be downloaded from the TSBP website:

<http://www.tsbp.state.tx.us>. Mail or fax completed applications to: Texas State Board of Pharmacy, 333 Guadalupe St, Ste 3-600, Austin Texas 78701, FAX 512-305-8009.

*This job is considered an exempt position under the Fair Labor Standards Act (FLSA). Employees in jobs covered by FLSA who actually work in excess of 40 hours in a workweek receive time off at a time-and-one-half rate as the primary method of compensation in lieu of cash payment.*

*An Equal Employment Opportunity Employer*

*TSBP does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, or veteran status.*

## TEXAS STATE BOARD OF PHARMACY

<b>POSITION TITLE:</b>	Compliance Officer
<b>DIVISION:</b>	Enforcement
<b>SUPERVISOR:</b>	Director of Enforcement
<b>TEAM LEADERS:</b>	Assistant Director of Enforcement and Chief of Compliance
<b>STATE CLASSIFICATION TITLE:</b>	Pharmacist I
<b>STATE CLASSIFICATION NUMBER:</b>	4492
<b>STATE PAY GROUP:</b>	B27
<b>FLSA STATUS:</b>	Non-Exempt

### **GENERAL POSITION SUMMARY:**

Performs advanced, complex inspections of all classes of pharmacies licensed by the agency to ensure compliance with laws and rules governing the practice of pharmacy, including Class E (Non-Resident) Pharmacies. Conducts inspections of facilities applying for a pharmacy license. Works without immediate supervision using independent judgment as to the degree of non-compliance. Explains compliance-related deficiencies to pharmacists and other pharmacy representatives. Advises pharmacists and others of methods of correction. Provides highly technical information and education about laws and rules to agency customers. Investigates complaints, which may include collecting evidence and conducting joint investigations with other agency staff or regulatory agents. Prepares written reports. Maintains liaison with local, state, and federal officials and regulatory agencies.

### **REPORTING RELATIONSHIPS:**

Works in the field and agency office under the supervision of the Director of Enforcement, Assistant Director of Enforcement, and Chief of Compliance, with considerable latitude to exercise independent judgment within the limits of agency's policies and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Inspects all classes of pharmacies licensed by the agency according to established procedures, including pharmacies located in Texas and the United States that compound sterile preparations. Completes inspection report.

Critically judges degree of compliance based upon established procedures. Explains causes of non-compliance and method of correction. Depending upon severity of noncompliance, may issue written "Warning Notice" or may be required to collect evidence, prepare written report, and refer alleged violations to the Legal Division for further review. May be required to testify at disciplinary hearings regarding inspection procedures, findings, and evidence.

Provides pharmacists and other agency customers with highly technical information, explanations, and interpretations of pharmacy laws and rules.

Collects samples of compounded preparations for analysis according to established procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):**

Conducts inspections of unlicensed facilities that have applied for a pharmacy license to determine if the facility meets the qualifications for licensure. Completes report.

Travels to inspection locations, including driving and flying to facilities located within the state of Texas, as well as facilities located outside the state of Texas. Maximizes efficiencies by managing time and travel (see environment/physical conditions regarding residence and travel).

Plans inspection itinerary weekly based on established priorities. At beginning of each week, notifies Division Director or designee of weekly itinerary. Begins each work week from residence, unless prior approval is received from the Division Director or Executive Director.

Prepares and submits weekly, monthly, and quarterly activity reports. Prepares other written reports as assigned or required.

Investigates complaints as assigned. Work may involve the collection of physical evidence and the preparation of written reports regarding findings of investigations. May conduct joint investigations with other agency staff or regulatory agents.

May participate in training of Compliance Inspectors. Maintains liaison with local, state, and federal officials and regulatory agencies.

Performs agency office duties as assigned, including special projects. May assist and participate in developing agency rules and procedures.

Prepares and delivers presentations at applicable meetings, conferences or events.

Reviews regulatory and general pharmacy materials to stay abreast of trends and developments in the field of pharmacy. May attend job-related training events and professional conferences.

Complies with all agency personnel policies, including regular attendance.

**OTHER DUTIES:**

Performs related duties as required.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Thorough knowledge of the laws and rules governing pharmacy practice.
- Thorough knowledge of the procedures relating to compliance inspections.
- Thorough knowledge of agency policies and procedures.
- Thorough knowledge of procedures relating to the compounding of sterile preparations.
- Strong interpersonal skills to inform and persuade professionally and congenially.
- Ability to interact with a variety of contacts professionally and tactfully.
- Ability to maintain effective working relationships with other employees.
- Ability to communicate clearly, both verbally and in writing.
- Problem-solving/reasoning skills to interpret rules and recommend courses of action.
- Ability to deal with professionals under adversarial conditions.

**KNOWLEDGE, SKILLS, AND ABILITIES: (continued)**

- Working knowledge of standard office equipment, including personal computer.
- Public speaking skills; ability to make presentations to groups of professionals.
- Ability to maintain confidentiality.
- Memory skills.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

B.S. or Pharm. D. degree in pharmacy from an accredited institution. Must have a minimum of three years pharmacy practice experience, preferably experience in a community and/or hospital pharmacy within the past 10 years in the state of Texas. Advanced education or varied work experience in public administration or business administration, law or pharmacy is desirable. Previous education and experience in compounding sterile preparations within the past 10 years in the state of Texas, including the completion of an accredited training program, is highly desirable. Previous work experience involving extensive overnight travel is preferred. Must have demonstrated ability to work on a personal computer. Knowledge of Word is desired. Must be able to demonstrate knowledge of business English, spelling and grammar.

**LICENSE REQUIRED:**

Must possess an active pharmacist license issued by the Texas State Board of Pharmacy. Must possess a valid Texas Driver's License. Must pass state and national identification fingerprint checks. Insurability by agency's car insurance carrier is a condition of employment.

**ENVIRONMENT/PHYSICAL CONDITIONS:**

Designated duty point is personal residence. Must reside in Dallas County or Collin County. Work involves travel to inspect pharmacies in Dallas and surrounding areas. Work involves travel to inspect pharmacies located in other states in the United States. Work may involve travel to conferences, meetings, and inspections in other parts of the state, including periodic travel to Austin Headquarters. Travel involves being away from home for several consecutive days. Travel may require sitting and driving in vehicle for long periods of time. Travel involves flying by commercial airline to distant locations. Inspections of pharmacies may require standing for up to eight hours per day. Communicates with pharmacists, technicians, pharmacy owners and other Board customers in person and over the telephone. May work in Austin office which has normal office environment. Tobacco free environment in state offices and in state owned vehicles.

*The specific statements shown in each section of this position description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.*