

# 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

Listing No. TBP14-018  
Functional Title: Compliance Program Officer  
Type: Full-Time  
Refer To: Carol Fisher

Opening Date: January 23, 2014  
Closing Date: March 7, 2014  
Beginning Salary: \$7,548.00/month

10% Overnight Travel

## **JOB DESCRIPTION:**

The Texas State Board of Pharmacy (TSBP) is seeking a highly motivated pharmacist to assist Division Director in accomplishing Division goals & objectives, including activities relating to the agency's statewide inspection program & activities relating to the resolution of complaints. Performs advanced, highly responsible oversight activities relating to the licensure of Class E (Non-Resident) Pharmacies, including Class E Pharmacies that compound sterile preparations. Provides highly technical information about laws & rules to agency customers. May conduct inspections of pharmacies licensed by the agency & inspections of facilities applying for a pharmacy license, including pharmacies located in Texas & the United States that compound sterile preparations. When conducting inspections, works without immediate supervision using independent judgment as to the degree of non-compliance; explains compliance-related deficiencies to pharmacists & other pharmacy representatives; & advises pharmacists & others of methods of correction. May conduct joint inspections or investigations with other agency staff or regulatory agents.

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

Must hold a 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. 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. Experience in multiple pharmacy settings is preferred. Advanced education in a job-related field is desirable (e.g., public administration, pharmacy administration, business administration, public health or law). Must have demonstrated ability to work on a personal computer. Knowledge of Word and Excel is required. 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.

## **ENVIRONMENT/PHYSICAL CONDITIONS:**

In-office work involves sitting & operating a personal computer for long periods of time. Physical conditions will require a person with sufficient stamina to maintain a constant high level of concentration, frequently intense with many interruptions, for long periods of time. Work involves (1) reading & reviewing large numbers of documents; (2) processing information quickly & accurately; (3) frequent transporting of files between offices; (4) frequent verbal communications with others, in person & by telephone. Normal office environment. Tobacco free environment.

Field work involves travel to inspect pharmacies located in Texas & other states in the U.S. Travel may involve being away from home for several consecutive days. Travel may require sitting & driving in vehicle for long periods of time. Travel may involve flying by commercial airline to distant locations. Work may involve travel to conferences & meetings in various parts of the state. Inspections of pharmacies may require standing for up to eight hours per day. Tobacco free environment in state-owned vehicles.

## **REMARKS**

Applicant must submit cover letter focusing on unique qualifications for the position. Must complete State of Texas Application for Employment. Resumes will not be accepted in lieu of State Application. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered.

Application must be received by 5:00 pm on the closing date.

Job description & state of Texas application may be downloaded from the TSBP web site shown above.

Mail applications to: *TSBP, Human Resources Office, 333 Guadalupe St, Ste 3-600, Austin Texas 78701*. Applications may also be faxed to 512-305-8009.

*This job is covered by 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 Program Officer
<b>DIVISION:</b>	Enforcement
<b>SUPERVISOR:</b>	Director of Enforcement
<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:**

Assists Division Director in accomplishing Division goals and objectives, including activities relating to the agency's statewide compliance inspection program and activities relating to the resolution of complaints. Performs advanced, highly responsible oversight activities relating to the licensure of Class E (Non-Resident) Pharmacies, including Class E Pharmacies that compound sterile preparations. Provides highly technical information and education about laws and rules to agency customers. May conduct inspections of pharmacies licensed by the agency and inspections of facilities applying for a pharmacy license, including pharmacies located in Texas and the United States that compound sterile preparations. When conducting inspections, works without immediate supervision using independent judgment as to severity or degree of non-compliance, based upon established procedures; explains compliance-related deficiencies to pharmacists and other pharmacy representatives; and advises pharmacists and others of methods of correction. May conduct joint inspections or investigations with other agency staff or regulatory agents.

### **REPORTING RELATIONSHIPS:**

Works under the supervision of the Director of Enforcement, with extensive latitude for the use of initiative and independent judgment within the limits of agency policies and procedures. Work is subject to review by Executive Director, General Counsel, Assistant Director of Enforcement, Chief of Compliance and others.

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

Assists Division Director in accomplishing activities relating to Division goals and objectives, including activities relating to the agency's statewide compliance inspection program and activities relating to the resolution of complaints.

Participates in Enforcement Division activities relating to the review of initial and renewal applications for a Class E (Non-Resident) Pharmacy license, including the review of inspection reports from the state in which the Class E Pharmacy license is located.

Coordinates the agency's inspection program of Class E Pharmacies. Maintains liaison with other State Boards of Pharmacy regarding the operation of pharmacies located in other states.

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

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

May perform the following activities relating to the agency's statewide compliance inspection program:

- reviewing reports of inspections conducted by Compliance Field Staff to ensure consistent enforcement of the laws and rules governing the practice of pharmacy;
- analyzing reports for trends of non-compliance;
- assisting in the review of written responses to "Warning Notices" issued by Compliance Field Staff during inspections; determines sufficiency of description of corrective actions taken by licensees and initiates additional actions as required;
- assisting with resolution of issues relating to attempted inspections of pharmacies that have closed and failed to properly notify agency; and
- assisting in updating policy and procedure manual relating to compliance inspections.

May inspect 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. Work includes:

- critically judging degree of compliance based upon established procedures and completing inspection report;
- explaining causes of non-compliance and method of correction;
- collecting samples of compounded preparations for analysis according to established procedures; and
- 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.

May perform the following activities relating to the resolution of complaints:

- receiving and resolving complaints through verbal or written communications;
- investigating complaints, which may involve interviewing complainants and subjects of complaints, taking written statements from applicable parties and collecting evidence;
- conducting joint inspections/investigations with other agency staff or regulatory agents;
- reviewing complaints investigated by other agency staff with regard to professional practice issues and related matters to determine if additional evidence is required;
- communicating with complainants regarding the receipt, status, or disposition of their complaints; and
- attending case reviews with management/legal/enforcement staff to review complaints and determine jurisdictional and evidentiary issues and other related matters.

Assists in the preparation of memos to field enforcement staff regarding complaints, including requests for inspections.

Reviews evidence collected by Compliance Field Staff and where applicable, initiates complaints and refers cases to the Legal Division, in accordance with established procedures.

Maintains confidentiality of complaint information and associated documents.

Assists in monitoring use of and inspecting vehicles driven by Compliance Field Staff to ensure compliance with policies/procedures relating to state vehicles.

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

Performs special projects, as assigned. Prepares written reports as assigned or required.

May serve as an expert witness at administrative hearings conducted by the State Office of Administrative Hearings.

Maintains liaison with local, state, and federal officials and regulatory agencies.

Identifies needed areas of change and makes recommendations to improve operations; assists in the development of Division policies and procedures.

May deliver 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.
- 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:**

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**LICENSE REQUIRED:**

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*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.*