

# TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600

AUSTIN, TEXAS 78701

(512) 305-8000

JOB VACANCY NOTICE

**Inspector V (1324)**

Salary Group B17

Listing No. TBP14-032

Opening Date: August 6, 2014

**Functional Title:** **Compliance Inspector**

Closing Date: October 3, 2014

Type: Full-Time

Beginning Salary: \$3,813/month

80% Overnight Travel

Refer To: Ben Santana, R.Ph.

## **JOB DESCRIPTION:**

The Texas State Board of Pharmacy (TSBP) is seeking an enthusiastic and highly motivated individual to perform highly complex inspections of all classes of pharmacies licensed by the agency to ensure compliance with laws and rules governing the practice of pharmacy, which may include inspecting out-of-state pharmacies.

**DUTIES** -- 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. Issues written warning notices for noncompliance based upon established procedures. Plans weekly inspection itinerary based on established priorities. Inspections will be conducted in West Texas (Region 4).

**SKILLS** -- Must have excellent verbal and written communication skills and a highly developed ability to deal with the public and health professionals in a tactful and professional manner.

**EDUCATION & EXPERIENCE** -- Must have graduated from an accredited four-year college or university. Must have worked in a pharmacy for a minimum of three year, preferably have 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. Registration with TSBP as a pharmacy technician is preferred. Previous work experience that involved extensive overnight travel is highly desirable. Must have demonstrated ability to work on a personal computer. Knowledge of Microsoft Word is required. Must be able to demonstrate knowledge of business English, spelling, and grammar.

**LICENSE** -- Must possess a valid Texas Driver's License. Must possess current technician registration certificate and be in good standing with the Texas State Board of Pharmacy. Must pass state and national fingerprint background checks. Insurability by agency's car insurance carrier is a condition of employment. Will be required to complete process to become commissioned as a notary public and an officer of the Food and Drug Administration within the first three months of employment.

**RESIDENCE** -- Must reside in and operate from a headquarters located within the West Texas Region and in or within 100 miles of one of the following cities -- Amarillo, Lubbock, Midland, Odessa, San Angelo, or Abilene.

**REMARKS** -- Application must be submitted with a cover letter that focuses on the applicant's unique qualifications for the position. Completed applications must be received in the TSBP by 5 p.m. on the closing date. Applicants who are selected for interviews will be required to provide an official college transcript and to complete skills tests in the Austin office. Application must be completed with all requested information. Incomplete & unsigned applications will not be considered. Resume may supplement, not replace application.

Job description & state of Texas application form may also be downloaded from the TSBP

<http://www.tsbp.state.tx.us>. Mail application to: Texas State Board of Pharmacy, 333 Guadalupe St Ste 3-600, Austin TX 78701 or fax to 512-605-8009.

*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

**POSITION TITLE:** Compliance Inspector  
**DIVISION:** Enforcement  
**SUPERVISOR:** Director of Enforcement  
**TEAM LEADERS:** Assistant Director of Enforcement and Chief of Compliance  
**STATE CLASSIFICATION TITLE:** Inspector V  
**STATE PAY GROUP:** B17  
**STATE CLASSIFICATION NUMBER:** 1324  
**FLSA STATUS:** Non-Exempt

## **GENERAL POSITION SUMMARY:**

Performs highly complex inspections of all classes of pharmacies licensed by the agency to ensure compliance with laws and rules governing the practice of pharmacy, including pharmacies located in other states in the United States. 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 the collection of evidence. Prepares written reports.

## **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.

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

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.

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 work 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 attend job-related training events and professional conferences and meetings.

Reviews regulatory and general pharmacy materials to stay abreast of trends and developments in the field of pharmacy.

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 represent, present, 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 and reasoning skills to interpret and apply agency policies, rules, and regulations, and recommend courses of action.
- Ability to deal with professionals under adversarial conditions.
- Working knowledge of standard office equipment, including personal computer.
- Ability to maintain confidentiality.
- Memory skills.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

Must have graduated from an accredited four-year college or university. Must have worked in a pharmacy for a minimum of three years, 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. Registration with TSBP as a pharmacy technician is preferred. Previous work experience that involved extensive overnight travel is highly desirable. Must have demonstrated ability to work on a personal computer. Knowledge of Word is required. Must be able to demonstrate knowledge of business English, spelling, and grammar.

**LICENSE REQUIRED:**

Must possess a valid Texas Driver's License. If registered as a pharmacy technician, must possess current registration certificate and be in good standing with the Texas State Board of Pharmacy. Must pass state and national fingerprint background checks. Insurability by agency's car insurance carrier is a condition of employment. Within the first three months of employment, will be required to complete process to become commissioned as a notary public and an officer of the Food and Drug Administration.

**ENVIRONMENT/PHYSICAL CONDITIONS:**

Designated duty point is personal residence. Must reside and operate from a headquarters that is located within the West Texas Region and in or within 100 miles of one of the following designated cities: Amarillo, Lubbock, Midland, Odessa, San Angelo, or Abilene. Work involves travel to inspect pharmacies located within the assigned region of the state. Work may also involve travel to inspect pharmacies located outside of assigned region and pharmacies located in other states in the United States. Work may involve travel to conferences, meetings, and inspections in other parts of 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 may involve 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 Work Place (state office 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.*