

TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600-21

AUSTIN, TEXAS 78701

512.305.8001

512.305.8009 (fax)

<http://www.pharmacy.texas.gov>

JOB VACANCY NOTICE

Pharmacist I 4492

Salary Group B26

Listing No. 15-002
Functional Title: Compliance Officer
Type: Full-Time
Refer To: Ben Santana

Opening Date: October 16, 2014
Closing Date: Until Filled

Beginning Salary: \$7,694.00/month

**30% OVERNIGHT TRAVEL
Must Reside in Bexar County**

JOB DESCRIPTION:

Performs highly complex inspections of all classes of pharmacies licensed by the agency, which may include pharmacies located in other states in the United States, to ensure compliance with Texas pharmacy and drug laws and rules. 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. Prepares and delivers presentations at applicable meetings, conferences, or events. Trains Compliance Inspectors.

MINIMUM QUALIFICATIONS (License, Education, Experience):

B.S. or Pharm. D. degree in pharmacy from an accredited institution. Must have worked in a pharmacy for a minimum of three years, preferably experience in a community 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. Advanced education or varied work experience in public administration or business administration, law or pharmacy is desirable. Previous work experience involving 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 an active pharmacist license issued by the Texas State Board of Pharmacy. Must possess a valid Texas Driver's License and demonstrate good driving record. 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.

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. Job description may also be downloaded from the TSBP website: <http://www.pharmacy.texas.gov>

The State of Texas application form may be downloaded from the Texas Workforce Commission's web site: <http://www.twc.state.tx.us/jobs/job.html>. 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

POSITION TITLE:	Compliance Officer
DIVISION:	Enforcement
SUPERVISOR:	Director of Enforcement
TEAM LEADERS:	Assistant Director of Enforcement and Chief of Compliance
STATE CLASSIFICATION TITLE:	Pharmacist I
STATE CLASSIFICATION NUMBER:	4492
STATE PAY GROUP:	B26
FLSA STATUS:	Non-Exempt

GENERAL POSITION SUMMARY:

Performs highly complex inspections of all classes of pharmacies licensed by the agency, which may include pharmacies located in other states in the United States, to ensure compliance with Texas pharmacy and drug laws and rules. 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. Prepares and delivers presentations at applicable meetings, conferences, or events. Trains Compliance Inspectors.

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. Completes inspection report.

Critically judges degree of compliance based upon established procedures. Explains causes of non-compliance and methods of correction. Depending upon the severity of non-compliance, may issue written "Warning Notices" or may be required to collect evidence, prepare written report and refer alleged violation(s) to the Legal Division for further review and possible disciplinary action. May be required to testify at disciplinary hearings regarding evidence collected during inspections.

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):

Plans inspection itinerary weekly based on established priorities. At beginning of each week, notifies Chief of Compliance 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 preparation of written reports regarding violations detected during inspections.

Train Compliance Inspectors.

May conduct joint investigations with other agency staff or regulatory agents. Maintains liaison with local, state, and federal officials and regulatory agencies.

Assists and participates in developing agency rules and procedures. Performs agency office duties, as assigned, including special projects.

Prepares and delivers presentations at applicable meetings, conferences, or events. 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 and proper operation and maintenance of state-owned vehicles.

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.
- 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.
- Public speaking skills; ability to make presentations to groups of professionals.
- Ability to maintain confidentiality.
- Memory and recall skills.

EDUCATION AND EXPERIENCE REQUIREMENTS:

B.S. or Pharm. D. degree in pharmacy from an accredited institution. Must have worked in a pharmacy for a minimum of three years, preferably experience in a community 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. Advanced education or varied work experience in public administration or business administration, law or pharmacy is desirable. Previous work experience involving 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.

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ENVIRONMENT/PHYSICAL CONDITIONS:

Designated duty point is personal residence. Must reside in Bexar County. 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 and meetings, including periodic travel to Austin Headquarters. Travel involves driving in state vehicle to the location and 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, pharmacy 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.