

TEXAS STATE BOARD OF PHARMACY

333 GUADALUPE ST, STE 3-600-21

AUSTIN, TEXAS 78701

512.305.8001

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

JOB VACANCY NOTICE

Pharmacist I (4492) Salary Group B27

Listing No. TBP15-008
Functional Title: Compliance Program Officer
Type: Full-Time
Refer To: Ben Santana

Opening Date: February 28, 2015
Closing Date: Open Until Filled
Beginning Salary: \$7,698.00/month

10% Overnight Travel

JOB DESCRIPTION:

Assists Chief of Compliance in accomplishing goals and objectives relating to the agency's statewide compliance inspection program. Provides highly technical information and education about pharmacy laws and rules to agency customers. Oversees programs relating to drug therapy management, rural hospital technicians, and technicians checking the work of another technician. May review licensure documents submitted by individuals applying for a Class B, Class D, or Class E-S pharmacy license. Assists Division Director in accomplishing goals and objectives relating to the resolution of complaints. 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.

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 a current (active) pharmacist license issued by the Texas State Board of Pharmacy and must be in good standing with the Board. Must possess a valid Texas Driver's License. Must pass state and national identification fingerprint checks. Within the first three months of employment, will be required to complete the process to become commissioned as an officer with the Federal Food and Drug Administration.

ENVIRONMENT/PHYSICAL CONDITIONS:

In-office work involves sitting and 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 reading and reviewing large numbers of documents. Work involves processing information quickly and accurately. Work involves frequent transporting of files between offices. Work involves frequent verbal communications with others, in person and by telephone. Normal office environment. Tobacco free environment.

Field work involves travel to inspect pharmacies located in Texas and other states in the United States. Travel may involve 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. Work may involve travel to conferences and 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

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 & state of Texas application can be downloaded from the TSBP website: <http://www.pharmacy.texas.gov>

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 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 Program Officer
DIVISION:	Enforcement
SUPERVISOR:	Director of Enforcement
TEAM LEADER:	Chief of Compliance
STATE CLASSIFICATION TITLE:	Pharmacist I
STATE CLASSIFICATION NUMBER:	4492
STATE PAY GROUP:	B27
FLSA STATUS:	Non-Exempt

GENERAL POSITION SUMMARY:

Assists Chief of Compliance in accomplishing goals and objectives relating to the agency's statewide compliance inspection program. Provides highly technical information and education about pharmacy laws and rules to agency customers. Oversees programs relating to drug therapy management, rural hospital technicians, and technicians checking the work of another technician. May review licensure documents submitted by individuals applying for a Class B, Class D, or Class E-S pharmacy license. Assists Division Director in accomplishing goals and objectives relating to the resolution of complaints. 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.

REPORTING RELATIONSHIPS:

Works under the supervision of the Director of Enforcement and Chief of Compliance, 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 and others.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assists Chief of Compliance in accomplishing goals and objectives relating to the agency's statewide compliance inspection program. May perform the following activities relating to the agency's statewide compliance inspection program:

- review reports of inspections conducted by Compliance Field Staff to ensure consistent enforcement of the laws and rules governing the practice of pharmacy;
- analyze reports for trends of non-compliance;
- assist 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;
- assist with resolution of issues relating to attempted inspections of pharmacies that have closed and failed to properly notify agency; and
- assist in updating policy and procedure manual relating to compliance inspections.

Provides pharmacists and other agency customers with highly technical information, explanations, and interpretations of pharmacy laws and rules. Work includes responding to electronic mail from agency customers with questions regarding pharmacy laws/rules.

ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):

Oversees and manages the program relating to drug therapy management by pharmacists working under written protocol of a physician.

Oversees and manages the following programs relating to technicians: rural hospital technician program and tech-check-tech program.

May review licensure documents submitted by individuals applying for a Class B, Class D, or Class E-S pharmacy license to determine if the applicant meets qualifications for licensure.

Maintains confidentiality of complaint information and associated documents. May perform the following activities relating to the resolution of complaints:

- receiving and resolving complaints through verbal or written communications;
- communicating with complainants regarding the status or disposition of their complaints;
- 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 to determine if additional evidence is required; and
- assisting in the preparation of memos to field enforcement staff regarding complaints, including requests for inspections.

May review evidence collected by Compliance Field Staff, and where applicable, initiate complaints and refers case to the Legal Division, in accordance with established procedures.

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

May inspect pharmacies licensed by the agency according to established procedures, including pharmacies located in Texas and the U.S. 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.

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

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.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

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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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.

New Position – 02/01/2015