TEXAS STATE BOARD OF PHARMACY

c/o Health Professions Council 333 GUADALUPE ST, STE 2-220 AUSTIN, TEXAS 78701 (512) 305-8550 (512) 305-8553 fax

JOB VACANCY NOTICE Inspector V (1324)
Salary Group B17

Listing No. <u>TBP10-003</u> Opening Date: <u>September 11, 2009</u> Functional Title: Compliance Inspector Closing Date: <u>November 10, 2009</u>

Type: Full-Time

Beginning Salary: \$3,688/month Travel – 80%

Refer To: Ben Santana

JOB DESCRIPTION:

The Texas State Board of Pharmacy (TSBP) is seeking an enthusiastic and highly motivated individual to perform complex inspections of pharmacies to ensure compliance with laws and rules governing the practice of pharmacy.

DUTIES -- Work without immediate supervision using independent judgment as to the degree of non-compliance. Advise pharmacists and others of causes of noncompliance and method of correction. Issue written warning notices for noncompliance based upon established procedures. Plan weekly inspection itinerary based on established priorities. Inspections will be conducted in West Texas (Region 4)

SKILLS -- The successful applicant 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 years. Experience in multiple pharmacy settings is desirable. Previous work experience that involved extensive overnight travel is highly desirable.

LICENSE -- Must possess a valid Texas Driver's License. Pharmacy Technician Registration with TSBP is preferred. If registered as a pharmacy technician, must possess a current registration certificate and be in good standing with TSBP.

RESIDENCE -- Applicant must reside in and operate from a headquarters located within 100 miles of one of the following cities in Region 4 -- Amarillo, Lubbock, Midland, Odessa.

REMARKS Application should 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 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. Contact the Health Professions Council at 512/305-8550 for a detailed copy of job description and state of Texas application form. Job description & state of Texas application form may also be downloaded from the TSBP http://www.tsbp.state.tx.us.

Mail or fax completed applications to: Health Professions Council, 333 Guadalupe St, Ste 2-220, Austin Texas 78701, FAX 512/305-8553.

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.

TEXAS STATE BOARD OF PHARMACY

POSITION TITLE: Compliance Inspector

DIVISION: Enforcement

SUPERVISOR: Assistant Director of Enforcement

TEAM LEADER: 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 pharmacies to ensure compliance with laws and rules governing the practice of pharmacy. Works without immediate supervision using independent judgment as to the degree of non-compliance. Explains and advises pharmacists and others of causes of non-compliance and method of correction. Provides highly technical information and education about laws and rules to agency customers. Resolves complaints. 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 pharmacies according to established procedures. Critically judges degree of compliance. Explains causes of non-compliance and method of correction. Completes inspection report.

Issues written "Warning Notices" for noncompliance based upon established procedures.

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

Drives to inspection locations. May fly to distant locations. 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 Chief of Compliance or designee of weekly itinerary.

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ESSENTIAL DUTIES AND RESPONSIBILITIES (continued):

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.

Resolves complaints as assigned. May collect physical evidence and prepare written reports regarding violations.

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.
- 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. Registration with TSBP as a pharmacy technician is preferred. Experience in multiple pharmacy settings is desirable. Previous work experience that involved extensive overnight travel is highly desirable.

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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.

ENVIRONMENT/PHYSICAL CONDITIONS:

Designated duty point is personal residence. Must reside and operate from a headquarters located in or within 100 miles of a designated city in the assigned region. Designated cities are listed below:

Region One: Dallas
Region Two: Houston
Region Three: San Antonio

Region Four: Amarillo, Lubbock, Midland, Odessa

Region Five: Fort Worth Region Six: Austin

Region Seven: Waco, Tyler, Longview, Lufkin, Conroe, and Beaumont

Work involves travel within the assigned region of the state to inspect pharmacies. Travel generally involves driving in a state vehicle to the locations of the licensed pharmacies and being away from home for several consecutive days. Travel may involve flying by commercial airline to distant locations. Inspections of pharmacies may require standing for up to eight hours per day. Work may also involve travel throughout the state to conferences and meetings. 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.