



# 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.

**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.

**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.*