



OKLAHOMA STATE BOARD OF PHARMACY

Pharmacist Compliance Officer, 4041

JOB DESCRIPTION

[Effective 01/29/2019]

BASIC PURPOSE:

Positions in this job family are assigned functions involving criminal and administrative investigations, inspections and compliance issues related to the enforcement of the Oklahoma Pharmacy Act.

TYPICAL FUNCTIONS:

The functions within this job family will vary by level, but may include the following:

- Plan, organize, perform and supervise field inspections on a statewide basis to ensure compliance with the Oklahoma Pharmacy Act and other laws, and rules concerning the practice of pharmacy, including, but not limited to, compliance with DEA, OBND, FDA, and Health Department rules. This includes, but is not limited to, the interpretation and evaluation of physicians orders and prescriptions for accuracy, completeness and appropriateness; verification that medications are dispensed only in accordance with the prescriber's legal authorization; directing pharmacists to correct deficiencies in the pharmacy; and verification of the appropriate use of pharmacy technicians.
- Evaluate, report, and monitor the compliance of probationers with Board orders.
- Respond to inquiries from law enforcement agencies, attorneys, pharmacists, physicians, nurses and consumers regarding the practice of pharmacy and drug information.
- Educate pharmacists to changes in statutes and rules pertaining to the practice of pharmacy.
- Advise Executive Director and Board on proposed rule changes, participate in committees established by the Board, and speak at group functions.
- Prepare questions for law exam.
- Perform related work as required and assigned.
- Train and educate compliance officers and others in the Board process and procedures.
- Conduct pharmacist applicant interviews.
- Serve as a Board liaison to local, state, and federal agencies and in meetings of same in the absence of the Chief Pharmacist Compliance Officer or the Executive Director.
- Serve as liaison in the event of a conflict-of-interest involving a Board employee and a registrant, a case or another agency.
- Serve as Public Information Officer at the direction of the Director or Chief Pharmacist Compliance Officer.
- Gather and analyze information and evidence related to investigations; surveillance and undercover operations; interview principals, complainants, witnesses and others to gather information and facts concerning alleged violations; interrogate suspects; obtain signed statements and affidavits; serve legal documents; retrieve revoked or suspended licenses.
- Assist in filing charges in criminal and administrative proceedings; prepare reports and other information concerning inspections, investigations and audits; develop exhibits and other evidence concerning violations; testify in court and administrative hearings.
- Enforce Board decisions concerning discipline, probation, voluntary suspension, or other actions; administer the evaluation, monitoring, and reporting of compliance with Board decisions and terms of probation or other actions; may obtain biological samples from persons under Board ordered supervision; and maintains evidentiary chain of custody.
- Make recommendations on changes in policies and procedures.
- Advise Executive Director and Board concerning inspections, investigations, and audits; prepare weekly, monthly, quarterly, annual and special reports concerning inspection activities, pending and completed investigations, and other matters including budget.
- May serve as Board liaison to OPHP.

REQUIREMENTS:

All levels must be willing and able to travel frequently and be away from home for extended periods of time; be willing to relocate to the place of assignment anywhere in the state; to attend national meetings related to pharmacy and/or law; and to make presentations and/or speak at seminars and meetings. All levels must possess and maintain a valid license to drive in Oklahoma; possess willingness to accept the physical discomforts and /or dangers inherent in the work; and be willing to work alone and be on call 24 hours a day, seven days a week. Subsequent to conditional offer of employment, all levels must be willing to pass a rigid physical, psychological, character, and background investigation.



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LEVEL DESCRIPTORS:

The Pharmacist Compliance Officer job family consists of four (4) levels which are distinguished based on the level of the complexity of assigned tasks, the expertise required to complete the assigned work, and the responsibilities assigned for leadership of others. D.Ph. Inspector 9655 is a parallel position with peace officer duties.

Level I, Code 4041 A:

This basic level of this job family is where employees are assigned responsibilities involving beginning level work. Plans, organizes and performs field inspections on a statewide basis to ensure compliance with the Oklahoma Pharmacy Act and other laws, rules and regulations concerning the practice of pharmacy. It includes skill to gather and analyze information and evidence related to investigations; interview principals, complainants, witnesses and others; gather information and facts concerning alleged violations; interrogate suspects; obtain signed statements and affidavits; serve legal documents; retrieve revoked or suspended licenses; file charges in administrative court proceedings; prepare reports and other information concerning inspections, investigations and audits; develop exhibits and other evidence concerning violations; and testify in court and administrative hearings.

Knowledge and skills:

Knowledge of state and federal laws and rules pertaining to controlled dangerous substances and dangerous drugs. Knowledge of rules governing the practice of pharmacy, medicine, nursing, dentistry, optometry and veterinary medicine since these practitioners prescribe drugs dispensed by pharmacists. Knowledge of patient care and the ability to determine what is appropriate. Knowledge of laws and rules relating to investigational records, reports and other documents. Knowledge of management and personnel practices; accounting and business records; budget preparation; report writing techniques; and computers. Skill in accepting responsibility and liability for work performed; in establishing and maintaining effective working relationships with others; and in organizing and presenting facts in a clear and concise manner.

Education and Experience:

B.S. in Pharmacy or Pharm.D. degree, licensed Oklahoma Doctor of Pharmacy (or applicant shall obtain such license within 4 months of hire date), and three (3) years' experience as a practicing pharmacist.

Level II, Code 4041 B:

This career level of this job family is where employees are assigned responsibilities at the full performance level for a full range of basic investigative and inspection duties pertaining to the enforcement of the Oklahoma Pharmacy Act. This involves completing all required activities to investigate violations of applicable laws and rules, inspection and other related duties. Arranges for enforcement of Board decisions concerning discipline, probation, voluntary suspension, or other actions; administers the evaluation, monitoring, and reporting of compliance with Board decisions and terms of probation or other actions; and maintains evidentiary chain of custody.

Knowledge and skills:

Include those identified in Level I plus skill in working independently and with minimal supervision.

Education and Experience:

Includes those identified in Level I and one (1) additional year as a pharmacist compliance officer.

Level III, Code 4041 C:

This leadership level of this job family is where employees are assigned responsibilities as a Senior Pharmacist Compliance Officer.

Knowledge and skills:

Include those identified in Level II plus skill in monitoring, reviewing and reporting vehicle usage of compliance officers. Must have skill in training and educating others in Board processes and procedures; skill to conduct pharmacist applicant interviews; and to serve as a Board liaison to local, state, and federal agencies in the absence of the Chief Pharmacist Compliance Officer or the Executive Director. Must have skill to serve as liaison in the event of a conflict-of-interest involving a Board employee and a registrant, a case or another agency.

Education and Experience:

Includes those identified in Level II and one (1) additional year as a pharmacist compliance officer.