



State of Oregon Position Description

Company: Oregon Board of Pharmacy

Organization: Compliance Office - BOP

Service Type:

SECTION 1. POSITION INFORMATION

Job Profile Title: Health Care Investigator/Advisor

Job Profile ID: 5911

Business Title: Pharmacist Consultant (Unfilled)

Position ID: 000000029402

Employee Name:

Company ID: 85500

Representation: OAS

Budget Auth No: 1189700

Location: Portland | BOP

Supervisor: Brianne Efremoff (Compliance and Regulatory Manager 1)

Position:

Time Type: Full Time

FLSA: Exempt

Exempt Reason:

Overtime Eligible: No

Employee Type: Permanent

SECTION 2. JOB DESCRIPTION SUMMARY

Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

The Oregon Board of Pharmacy serves to promote and protect public health, safety and welfare by ensuring high standards in the practice of pharmacy and through effective regulation of the manufacture and distribution of drugs.

The Oregon Board of Pharmacy accomplishes its mission through the regulation of the practice of pharmacy and the regulation and control of drug outlets involved in the manufacture, production, sale and distribution of legend (prescription) drugs, over the counter (nonprescription) drugs, controlled substance (addicting) drugs, and devices and other materials as may be used in the diagnosis and treatment of injury, illness and disease. The Board is also charged with the responsibility of developing and implementing a recovery program for chemically dependent licensees regulated by the Board.

The Board is governed by a nine-member board that is nominated by the Governor and confirmed by the Senate. The biennial budget for all programs is approximately over \$11 million biennially and with 24 FTE budgeted positions. The Compliance Department is responsible for investigations and inspections to ensure that Licensees and Registrants meet standards for safe and legal dispensing, distribution, and delivery of drugs. In addition, this team actively responds to inquiries and assists in providing educational outreach.

The department relies on close collaboration with various state and federal regulatory agencies to regulate practice, and ensure patient safety, health, and welfare. Health Care Investigators/Advisors report to the Compliance Director.

“Practice of pharmacy” means the interpretation and evaluation of prescription orders; the compounding, dispensing, labeling of drugs and devices; the participation in drug selection and drug utilization reviews; the administration of vaccines and immunizations; the administering of drugs and devices and the maintenance of proper records therefore; the responsibility for advising, where necessary or where regulated, of therapeutic values, content, hazards and use of drugs and devices; the monitoring of therapeutic response or adverse effect to drug therapy; and the offering or performing of those acts, services operations or transactions necessary in the conduct, operation, management and control of pharmacy.

“Drug outlet” means any pharmacy, nursing home, shelter home, convalescent home, extended care facility, drug abuse treatment center, penal institution, hospital, family planning clinic, retail store, wholesaler, manufacturer, mail-order vendor or other establishment with facilities located within or out of this state that is engaged in dispensing, delivery or distribution of drugs within this state.

The purpose of this position is to utilize clinical pharmacist practice experience and skills to provide legislative, rule, and policy research analysis and development. To facilitate board and work group meetings and support the compliance department through a variety of inspection and investigative functions. This position is to assist with agency and statewide projects where pharmacy practice experience, technical expertise and communication is required. This includes research to prepare draft policy and guidance for Board consideration, representing the Executive Director and Compliance Director, assisting with statutory review, drafting administrative rules, meeting with legislators and representatives of the Governor, providing technical advice to pharmacies, other drug outlets, pharmacists, pharmacy technicians and the public. This requires detailed knowledge and experience of the activities involved in the practice of pharmacy, laws and rules involved with regulating these environments, as well as excellent written and verbal communication and strong project management skills.

SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

30% R- E- LEGISLATIVE TECHNICAL ASSISTANT (RULE POLICY RESEARCH, ANALYSIS AND DEVELOPMENT)

- Conduct research related to pharmacy practice, drug distribution, dispensing, and delivery, drug outlets, state and federal law and rules. Evaluates practice standards to assist the Board in maintaining public health and safety.
- Prepare draft policy and administrative rules for consideration and review by agency DOJ, Compliance Director, Executive Director and the Board. This includes but is not limited to pharmacist practice and competency, technician training and utilization, and regulation of drug outlets.
- Collaborate with the Operations Manager in the preparation and coordination of Public Health and Pharmacy Formulary Advisory Committee (PHPFAC) agendas.
- Facilitate PHPFAC meetings and presentation to the Board.
- Collaborate with the Operations Manager on tracking and prioritizing legislation, providing technical analysis to assess the fiscal and racial equity impact of proposed bills for the development of rulemaking filings.
- Assist with the development and implementation of the Board’s Strategic plan and agency policies as applicable.
- Collaborate with the Compliance Director and Executive Director on special projects that require pharmacist technical experience and knowledge.
- Assist in the evaluation of practice standards and compliance cases.

30% R- E- EDUCATION, OUTREACH, AND FACILITATION

- Prepare and present formal presentations (including continuing pharmacy education) for healthcare or public groups throughout the state and outside of the state as necessary.
- Inform interested parties and the public about pharmacy laws, rules and regulations that apply to their practices.
- Maintain relationships with pharmacy schools, pharmacy profession associations, other Health Related Boards' and associations.
- Collaborate with Operations Manager, Compliance Director and Executive Director on proposed legislation communications.
- Serve as agency liaison, present agency testimony, and meet with Legislators as assigned.
- Interact with interested parties including licensees, registrants, associations, boards, patients, and the public in a variety of formats.
- Review and audit continuing education programs for board approval as assigned.

- Attend meetings as assigned.
- Respond to public and interested parties inquiries.
- Participate in Rotational Phone Duty as assigned.
- Assist in the creation and facilitation of workgroups and other advisory committees.
- Lead the development of the Board's quarterly newsletter and other written external communications, such as position statements, press releases, website content, etc.
- Maintain competence as a pharmacist and complete appropriate continuing pharmacy education.

30% R- E- INVESTIGATION, INSPECTION AND COMPLIANCE SUPPORT

- Utilize clinical knowledge to assist in conducting and evaluating investigations and inspections.
- Utilize information from investigations and inspections to create and present reports to the Compliance Director, Executive Director, and the Board.
- Utilize clinical knowledge to research and assist in the development of self-inspection forms and agency internal inspection process to ensure consistency and appropriate application.

10% R- NE - OTHER DUTIES AS ASSIGNED

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The employee performs duties in a general office environment and is in frequent contact with the media and other outside agencies to deal with a variety of issues. There is also a great deal of contact with agency staff members, the Department of Administrative Services, other agencies, consumers and licensees. This position requires working with highly sensitive and confidential information. Maintaining confidentiality is essential; trustworthiness and honesty are absolutely necessary.

This position requires the following:

- Regular travel statewide and occasionally out of state travel. And, potential unscheduled inspections and investigations.
- Standing for extended periods during inspections and investigations. Work may be physically demanding at times and may require a relatively high level of physical endurance.
- Regular use of general office equipment (i.e. desktop computer, copy/fax)
- Public speaking to large groups in a variety of settings.
- In person attendance at meetings may be required.

The duties of this position may at times be stressful. Multiple tasks and responsibilities exist and occur simultaneously. The employee must often meet several deadlines at once and has conflicting demands. This person must also maintain current knowledge of the many issues concerning the drug outlets and the practice of pharmacy.

On-going working conditions require repetitive use of hands and fingers (e.g., use of a computer keyboard). May require lifting and carrying light loads (up to 40 lbs.), including boxes, equipment and stooping or kneeling (e.g., to pick up items from the floor, to remove and replace items on lower shelves, and to file documents in lower file drawers) Sitting, walking, or standing for long periods of time (4-8 hours) are necessary

SECTION 5. GUIDELINES

List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Oregon Revised Statutes and Administrative Rules
 Code of Federal Regulations
 U.S. Drug Enforcement Administration Controlled Substances Act & Regulations
 U.S. Food and Drug Administration Food, Drug and Cosmetic Act & Regulations
 Joint Commission on Accreditation of Health Care Organizations Manual
 National Association of Boards of Pharmacy Guidelines

(NABP) Nursing, Medical, Dental and Veterinary Practice Acts
 Drug Facts and Comparisons: Approved Drug Products with Therapeutic Equivalence Evaluations
 AHFS Drug Information Pharmacy Law Digest USP NF
 Remington Pharmaceutical Sciences OBOP Intern Program Manual
 Agency and State Policies and Procedures OBOP Affirmative Action Policy
 Oregon Driver's Manual
 Oregon Administrative Law Manual
 Oregon Attorney General's Model Rules of Procedure
 Board of Pharmacy policies and procedures
 Records Management Manual relative to various retention schedules for records.
 Agency and State Policies and Procedures
 OBOP Strategic Plan
 OBOP DEIB Plan
 OBOP Affirmative Action Plan
 Oregon Accounting Manual
 Building Evacuation Manual

How are these guidelines used?

The guidelines are used by the employee to ensure that all official actions taken by the Board and agency are in accordance with the Oregon Revised Statutes and the Oregon Administrative Rules. This individual must understand these regulations and be able to apply them when interacting with the public, staff and the board.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Licensees, registrants, other health care professionals, and general public	In Person, by mail, email or telephone	To gather information, provide legal information and prepare information for staff and the board legal information, and prepare information for staff and board	Regularly
Patients & Consumers	In Person, by mail, email or telephone	To gather information, provide legal information and prepare information for staff and the board	Regularly
Students and faculty of pharmacy schools/colleges	In Person, by mail, email or telephone	To gather information, provide legal information and prepare information for staff and the board.	Regularly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Leveraging clinical expertise, the employee conducts comprehensive assessments of existing regulations to optimize the efficiency and effectiveness of legislative process, administrative rules processes, investigations processes, inspections processes, and public inquiries.

SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
Compliance and Regulatory Manager 1	0000574	In Person, by mail, email or telephone	Regularly	To assess and evaluate performance and quality of work in order to maintain oversight of compliance department programs. To provide coaching guidance and quarterly check-ins

SECTION 9. OVERSIGHT

What are the oversight activities for this position?

SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position is subject to criminal records check and CJIS clearance, which will require fingerprints. If you are offered employment, the offer will be contingent upon the outcome of a national fingerprint based criminal records check (FBI). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

Must obtain and maintain LEDS Certification within 75 days of hire. Security of login and password information for various systems must be maintained according to the agency. Security login and password information for all secure systems (NABP, LEDS, US Bank, Oregon State Treasury Systems, etc.) must be maintained according to all applicable security policies.

Strong organizational skills are imperative. Priorities constantly change due to workload, flexibility is essential. Accuracy and attention to detail is a must. Also required to manage the prioritization of several projects at a time while responding to telephone inquiries and yet remain calm and courteous. The individual in this position must be proficient with Microsoft Office, especially Outlook, Word, Excel and Teams.

The employee is expected to perform position duties in a manner which promotes professionalism, customer service and excellent working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related persons and organizations; develop good working relationships with agency staff and supervisors through active participation in group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The employee is responsible to promote and cultivate an inclusive, diverse and harassment-free workplace, to build and sustain professional and collaborative relationships with all contacts, and to contribute to a positive, respectful, professional and productive work environment. Ensure regular, punctual attendance, and perform duties safely while adhering to all policies and procedures. To work in a team-oriented setting requires participation, collaborative interactions and a solution focused mindset. Maintain knowledge of the Affirmative Action and DEIB Plan and the agency's diversity goals and initiatives.

The Board of Pharmacy strives to be a diverse, equitable, and inclusive agency that implements an equitable and inclusive planning program for Oregon. Efforts are supported by the State of Oregon Diversity, Equity and Inclusion Action Plan and an agency Diversity, Equity and Inclusion (DEI) Committee. Employees of the Oregon Board of Pharmacy are required to meet the highest standards of professional conduct and ethics while employed by the agency.

Essential to the position are excellent communication, collaboration, administrative and organizational abilities. It is desirable that the person in this position possess a familiarity with Oregon's legislative process and the Oregon Administrative Procedures Act, as well as some practical experience in administrative processes.

The employee must have five years' experience in staff-technical or professional-level work including development of program rules & policies, long and short-range goals and plans, program evaluation and budget preparation.

Required to receive and maintain and active Oregon pharmacist license. If an employee does not have a current current/active Oregon Pharmacist license they are required to obtain a license within the first 12 months of employment.

Required to have a minimum of 5 years practice experience as a pharmacist and to have driver's license or alternative means of transportation.

Excellent project and program management ability and understanding of state government processes including public relations. Excellent verbal and written communication skills and computer literacy are essential to the performance of this job.

SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

SECTION 13. SIGNATURES

Employee	Date
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Manager	Date
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Appointing Authority	Date
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