



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/9/10

Agency: OREGON BOARD OF PHARMACY

Facility: Portland State Office Building

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc – Supervisory
Mgmt Svc – Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Health Care Investigator/Pharmacy Inspector
b. Classification No: C5911
c. Effective Date: 7/1/07
d. Position No: 000577
e. Working Title: Pharmacy Inspector
f. Agency No: 85500
g. Section Title: Compliance
h. Budget Auth No: 1001770
i. Employee Name:
j. Repr. Code: OA C5911
k. Work Location (City – County): Portland/Multnomah
l. Supervisor Name (Optional): Gary Miner
m. Position: X Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [x] Exempt [] Non-Exempt
If Exempt: [] Executive [x] Professional [] Administrative
o. Eligible for Overtime: [] Yes [x] No

SECTION 2. PROGRAM AND POSITION INFORMATION

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

The mission of the Board of Pharmacy is to promote, preserve, and protect the public health, safety and welfare of Oregonians by establishing high standards in the practice of pharmacy and by regulating the quality and distribution of drugs in Oregon.

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 to develop and implement a recovery program for chemically dependent licensees regulated by the Board.

“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, student health center, retail store wholesaler, manufacturer or mail order vendor with facilities located within Oregon or outside of Oregon that is engaged in dispensing, delivery or distribution of drugs within Oregon.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The purpose of this job/position is to plan and conduct evaluations of the various licensees, including pharmacists, pharmacy interns & preceptors, pharmacy technicians, hospital pharmacies, community pharmacies, long term care pharmacies, manufacturing and wholesale drug outlets, other prescription drug outlets such as county health clinics, and non-prescription drug outlets. This requires an intimate and detailed understanding of the activities involved with the professional practice of pharmacists and laws and rules involved with regulating these environments.

The risks involved in the investigation of the diversion of prescription drugs for illicit use require special skills, training, and aptitude.

SECTION 3. DESCRIPTION OF DUTIES

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.

| % of Time | N/R/NC | E/NE | DUTIES |
|-----------|--------|------|---|
| 70% | NC | E | <p><u>INSPECTIONS</u></p> <ul style="list-style-type: none"> • Examine labeling procedures and expiration dates of medications. • Evaluate pharmacy practices, record keeping, equipment, inventory and security. Assure proper drug handling, storage and use. • Interpret and evaluates physician's orders and prescriptions for accuracy, completeness and appropriateness. • Verify that medications are dispensed only in accordance with the prescriber's legal authorization. • Direct pharmacists to correct identified deficiencies in the pharmacy and provide written reports of identified deficiencies to the Chief Investigator and Compliance Director. • Verify the appropriate use of pharmacy technicians. • Inspect pharmaceutical manufacturers and wholesalers |

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.

| | | | |
|-----|----|---|---|
| | | | <p>for compliance with Food and Drug Administration and Board of Pharmacy rules.</p> <ul style="list-style-type: none"> Occasionally supervise the destruction of controlled substances |
| 25% | NC | E | <p><u>INVESTIGATIONS</u></p> <ul style="list-style-type: none"> Conduct investigations based on information received from other health professional regulatory boards, physicians, nurses, dentists, police, Oregon Attorney General's office, Drug Enforcement Administration, US Attorney's Office and the Food and Drug Administration. Conduct investigations into allegations of diversion of controlled substances and the inappropriate use of drugs. Prepare legal notices, orders and other required documents for Board disciplinary actions. Monitor probationers to ensure compliance with ordered conditions of probation. Conduct investigations of consumer complaints related to pharmacy practice and distribution of drugs. Produce reports of investigations for presentation to the Compliance Director, Executive Director and the Board members. Provide testimony regarding investigations at Board meetings, Contested Case Hearings and civil or criminal cases as required. Assist police agencies in investigating, identifying and apprehending prescription forgers and drug diverters. |
| 5% | NC | E | <p><u>RESEARCH & EDUCATION</u></p> <ul style="list-style-type: none"> Respond to questions from pharmacists and the public regarding the appropriate pharmacy practice and interpretation of laws and rules. Research and evaluate professional literature to provide information to the Board for purposes of rule making. Participate in rule review, research necessary changes and assist with new rule making. Maintain current experience and competence as a pharmacist including appropriate continuing pharmacy education. Prepare and present continuing education presentations for pharmacists on the subject of pharmacy and drug law. Work with and/or supervise Pharmacy interns. Other work 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.

Fast-paced office environment. 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 30 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) may be necessary.

Involves use of computer/work processor, digital recorder, calculator, camera and digital projector
May require public speaking to large groups
Regular travel statewide; requires inspection trips and potential unscheduled investigations
Stands for extended periods during inspections, investigations and audits
Work may be physically demanding at times and may require a relatively high level of physical endurance

This position requires active, energetic and motivated pharmacists who can work independently and with minimal supervision at irregular schedules for days and up to a week away from home. Investigations sometimes place the employee in situations ranging from disagreeable to threatening. The risks involved in the investigation of the diversion of prescription drugs for illicit use requires special skills, training and aptitude. In order to counsel pharmacists, physicians, and consumers, pharmacy inspectors must have professional practice expertise, a command of the appropriate laws and the nuances of current pharmacy practice and pharmaceutical care.

Contacts

This individual spends significant periods of time answering questions from licensees, registrants, other health care professionals and the general public in person, via telephone or during inspections.

- Frequent contact with state and federal agencies
- Frequent contact with consumers
- Ongoing contact with practicing pharmacist and other health care providers
- Regular contact with College/Schools of Pharmacy students and faculty

This position requires working with highly sensitive and confidential information. Maintaining confidentiality is essential; trustworthiness and honesty are absolutely necessary.

Employees of the Oregon Board of Pharmacy are required to meet the highest standards of professional conduct and ethics while on the job, and also to maintain those same high standards when taking actions in their personal lives that could reflect on the agency.

SECTION 5. GUIDELINES

a. List any established guidelines used in this 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

b. How are these guidelines used?

Used daily in order complete the assigned tasks.

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 Contacted | How | Purpose | How Often? |
|---|--|---------|------------|
| Pharmacists | <p>These contacts are made on a daily and ongoing basis via phone, in person or by letter to gather and provide information, conduct investigations, prepare reports and participate in activities of mutual and overlapping regulatory interests.</p> | | |
| Physicians | | | |
| Dentists | | | |
| Naturopaths | | | |
| Nurses | | | |
| Nurse Practitioners | | | |
| Patients/consumers | | | |
| Physician assistants | | | |
| Students of pharmacy and other health professions | | | |
| Police and other law enforcement agents | | | |
| DEA agents | | | |
| FDA agents | | | |
| Attorneys | | | |
| Other Regulatory Boards | | | |
| NABP | | | |
| Health Professional Regulatory Boards | | | |

SECTION 7. POSITION RELATED DECISION MAKING

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

The types of decisions likely to be made by individuals in the position include; application authorization, whether or not practicing pharmacist are dispensing prescriptions for appropriate drug therapy, whether pharmacists are dispensing accurately pursuant to lawful drug orders and prescriptions, and whether pharmacists and pharmacies remain in compliance with pharmacy practice and drug distribution laws and rules. This individual also makes decisions about whether to recommend disciplinary action against a registrant or licensee for violations. These decisions can have a significant affect on patients, practicing pharmacists, other health care providers who prescribe drugs and students of the health professions. These decisions can have significant economic as well as personal impact.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

| Classification Title | Position Number | How | How Often | Purpose of Review |
|----------------------|-----------------|-----|-----------|-------------------|
|----------------------|-----------------|-----|-----------|-------------------|

Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".

| | | | | |
|---------------------|---------|---|-------------------------|---|
| Compliance Director | 0000574 | Employees in this position work independently with general supervision from the Compliance Director and the Chief Investigator as needed. Work is reviewed in writing annually for the purpose of evaluating the quality of work for the designated time period, and to review and update individual goals. | Daily, Weekly & Monthly | Frequent informal meetings occur between the Inspector and Compliance Director or Chief Investigator for the purpose planning investigation strategy, evaluating work quality, work load and appropriateness of assigned work, and providing ongoing feedback to the Inspector. |
|---------------------|---------|---|-------------------------|---|

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work <input type="checkbox"/> Assigns work <input type="checkbox"/> Approves work <input type="checkbox"/> Responds to grievances <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Coordinates schedules <input type="checkbox"/> Hires and discharges (Effective Recommendation) <input type="checkbox"/> Recommends hiring <input type="checkbox"/> Gives input for performance evaluations <input type="checkbox"/> Prepares & signs performance evaluations |
|--|---|

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

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

This position requires a pharmacist registered in Oregon with a minimum of 5 years experience as a practicing pharmacist.

Strong organizational skills are imperative. Priorities constantly change due to workload, flexibility is essential. Accuracy and attention to detail is a must.

- Confidentiality is imperative
- Someone familiar with regulatory Administrative Law and Procedures is desirable
- Microsoft Office a must – especially Outlook, Word, Excel, Power Point

*This position works closely (including training, advising, directing) the Compliance Secretary, Compliance Assistant and Licensing Staff with regards to LEDS checks, applicant review and licensing matters that involve compliance issues.

Requires a criminal records check, which requires fingerprints (FBI & LEDS Check). Any history of criminal activity will be reviewed and could result in the withdrawal of the offer or termination of employment.

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

This position has authority to commit agency funds including regular and routine expenses according to DAS guidelines for travel, meals and lodging in the course of onsite inspections and investigations and for research projects assigned by supervisor.

| Operating Area | Biennial Amount (\$00000.00) | Fund Type |
|--|------------------------------|-----------|
| <i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i> | | |
| | | |

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

| | | | |
|--------------------------------|-------|----------------------|-------|
| _____ | _____ | _____ | _____ |
| Employee Signature | Date | Supervisor Signature | Date |
| _____ | _____ | | |
| Appointing Authority Signature | Date | | |

