



STATE OF MISSOURI
Division of Professional Registration

CAREER OPPORTUNITY
An Equal Opportunity Employer

TITLE: Pharmaceutical Consultant (Inspector/Investigator)
LOCATION: Professional Registration – Missouri Board of Pharmacy –
Territory includes St. Louis area
(Territory will be designed so that successful applicant may use residence as office.)
TRAVEL: Up to 80% travel with occasional overnight travel required
STARTING SALARY: \$78,012 (Pay Range A 38)
Salary increase available if appointment is a promotion
SCREENING DATE: April 22, 2013

APPLICATION PROCESS:

Screening to begin April 22, 2013. Please send cover letter, resume, transcripts and three professional references to:

Division of Professional Registration
Missouri Board of Pharmacy
ATTN: Pharmaceutical Consultant
PO Box 625
Jefferson City, MO 65102
tammy.siebert@pr.mo.gov
Fax: (573) 526-3464
EOE : F/M/V/D

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Inspect all pharmacies and/or locations where drugs are dispensed and all drug distributor facilities to assure compliance with state and federal laws and regulations. Complete reporting form for each inspection or re-inspection.
- Conduct Quality Assurance Inspections and Audits.
- Conduct investigations based on complaints received by the Board, including but not limited to, gathering evidence, conducting drug audits, interviewing licensee, complainant and/or witnesses, preparing written report for Board review, testifying in hearings held before the Administrative Hearing Commission, the Board of Pharmacy or courts of competent jurisdiction.
- Monitor progress of disciplined licensees by various means.
- Educate pharmacists on new rules/laws.
- Respond to written and verbal inquiries regarding pharmacy law and appropriate pharmacy practice.
- Implement board decisions and clearly reflect Board position to licensees.
- Attend board meetings as needed, as well as other state/national meetings as directed.
- Employee is expected to exercise high independence and initiative in the performance of assigned duties.
- Obtain samples of compounded drugs for testing within the random sampling program.
- Central activities common to this class concern the interpretation of rules, regulations and procedures pertaining to the dispensing of drugs and related pharmaceutical standards of service as well as the analysis of pharmacological and therapeutic standards and values.
- Perform other related work as assigned.

JOB KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state requirements for licensure of pharmacists, pharmacies and drug distributors and other board related laws and regulations.
- Extensive knowledge of the professional principles and practices of pharmacy.
- Considerable knowledge of federal and state laws regulating the practice of pharmacy.
- Ability to answer technical questions concerning pharmacy practice.
- Ability to communicate effectively, both verbal and written.
- Ability to compose written reports.
- Ability to prioritize job responsibilities and work independently.

- Ability to use a personal computer utilizing Word, Access, Excel, electronic mail, the Division licensing program, and hand-held computer software, as well as other software programs.
- Ability to uphold a professional image at all times and to establish and maintain effective working relationships.
- Requires extensive in-state travel (approximately 3-4 days per week) and occasional overnight stays. Residence within the territory is preferred, but not mandatory. Territory boundaries subject to change.
- Ability to demonstrate regular and predictable attendance.

QUALIFICATIONS:

- Three years of professional experience as a licensed pharmacist of which one year must have been in management or administrative work in an institutional or commercial pharmacy or governmental health program.

NECESSARY SPECIAL QUALIFICATION:

- Ability at the time of appointment to secure a license to practice as a pharmacist in the State of Missouri.