

Licensed Pharmacy Inspector

Job Code
7441A3

Job Title
Licensed Pharmacy Inspector

Pay Grade
32

CONCEPT:

Inspecting registered pharmacies and other facilities involved in manufacturing, distributing, storing, selling and dispensing prescription and non-prescription legal drugs in an assigned area of the State for compliance with state and federal pharmacy laws and regulations. Work will involve inspecting for appropriate operating and record-keeping procedures, equipment, reference materials and sanitary conditions. Work also involves investigating complaints against registered pharmacies and other facilities and communicating to licensed pharmacists the requirements needed to maintain license or registration requirements.

TASKS:

- Inspects, at least once a year, registered retail and hospital pharmacies, institutional drug rooms, county health departments, family clinics and retail stores that manufacture, store, sale or dispense legal drugs such as over-the-counter, legend (prescription-only) and controlled substances to ensure compliance with state and federal pharmacy laws and regulations.
- Audits records and files to ensure completeness and accuracy; checks that the inventory records of controlled substances are accurate.
- Verifies that required equipment and reference materials are on the premises; checks that required licenses and permits are current and properly displayed; inspects the sanitary conditions of the facility.
- Investigates complaints against registered pharmacies and other facilities to obtain evidence for possible legal action by interviewing the parties involved and preparing and submitting a written report of the findings.
- Communicates to licensed pharmacists the requirements needed to maintain their license or pharmacy registration such as accurate record-keeping, storing, packaging, labeling, dispensing, patient counseling, authenticity of prescriptions and supervision of licensed pharmacists.
- Participates with federal, state and county officials and law enforcement personnel to protect the public against the illegal distribution of legal drugs from any source; testifies before the State Board of Pharmacy, Hearing Committee or in a court of law as necessary.
- Monitors licensure examinations by watching persons taking examination, collecting examination materials and responding to questions during the examination.
- Prepares and submits reports to supervisor of all inspections, investigations, possible violations, and weekly activity reports.
- Destroys controlled substances by checking expiration date, placing substances in an appropriate disposal facility and completing the records needed to ensure compliance with state and federal laws and regulations.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements: Active license or, eligible for active licensure, as a pharmacist in the State of Kansas and two years of experience in the practice of pharmacy and/or drug utilization review.

REF: 12/13