

## NORTH CAROLINA BOARD OF PHARMACY

<b>Title:</b> Investigator/Inspector	<b>FLSA Status:</b> Non-Exempt	<b>Shift:</b> Monday-Friday 8:00am-5:pm/Flex schedule/ 40 hours per week
<b>Reports to:</b> Director of Investigations or Director of Inspections	<b>Department:</b> Investigations and Inspections	<b>Employment Status:</b> Full-Time
<b>Supervisory Responsibilities:</b> No	<b>Location:</b> Alleghany, Alexander, Ashe, Avery, Buncombe, Burke, Caldwell, Cherokee, Clay, Davidson, Davie, Forsyth, Graham, Haywood, Iredell, Jackson, Macon, Madison, McDowell, Mitchell, Rowan, Stokes, Surry, Swain, Watauga, Wilkes, Yadkin, Yancey.	<b>Date Created/Last Evaluated:</b> July 2018
<p><b>Summary</b> Conduct inspections of retail pharmacies, hospital pharmacies, compounding pharmacies, and Durable Medical Equipment (DME) facilities. Conduct investigations of pharmacists, pharmacies, pharmacy technician and durable medical facilities assigned by the Investigations/Inspections Coordinator.</p>		
<p><b>Qualification Requirements</b> Must be able to prioritize job demands and perform job duties with a high level of skill and integrity.</p> <p><b>Please note that N.C.G.S. § 93B-8.2. Prohibits licensees from serving as investigators.</b> No occupational licensing board shall contract with or employ a person licensed by the board to serve as an investigator or inspector if the licensee is actively practicing in the profession or occupation over which the board has jurisdiction.</p>		
<p><b>Minimum Qualifications</b></p> <ul style="list-style-type: none"> <li>• 4 year degree and one year pharmacy experience and/or investigation experience strongly preferred</li> <li>• Or, 2 year degree and two years of investigative experience minimum</li> <li>• Valid, unrestricted NC Driver’s License</li> </ul>		
<p><b>Knowledge, Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Excellent time management skills</li> <li>• Proficient in MS Word, Excel, and PowerPoint software programs</li> <li>• Excellent verbal and written communication skills</li> <li>• Experience with testifying preferred</li> <li>• Strong problem- solving skills</li> </ul>		
<p><b>Supervisory Responsibilities</b> N/A</p>		
<p><b>Essential Functions</b></p> <ul style="list-style-type: none"> <li>• Conduct investigations and inspections of permitted facilities to ensure compliance with all pharmacy laws and regulations.</li> <li>• Review pharmacy records for proper documentation.</li> <li>• Conduct interviews with pharmacists, pharmacy technicians, complainants, and other health care personnel.</li> <li>• Compile investigations and inspections findings into investigative reports.</li> <li>• Testify in administrative hearings and judicial proceedings.</li> </ul>		
<p><b>Physical Demands</b> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. This job does require long periods of driving and must be able to sit in a vehicle for long periods of time.</p>		
<p><b>Work Environment</b> This job involves working from home and requires an office space to complete administrative tasks. This job also involves field based driving to different areas across the state.</p>		

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the position. All employees may have other duties assigned at any time..*

\* U.S. DOL, *The revised handbook for analyzing jobs* (Washington, D.C.): U.S. Government Printing Office, 1991.

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