

#6122 - ADMINISTRATOR II #17094 - External

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ADMINISTRATOR II (Pharmacy Compliance Administrator) #17094(Job Id 6122)

Location: US:NH:CONCORD

Post Date: 03/09/2016

Category: PROFESSIONAL &
MANAGERIAL

Close Date: 03/23/2016

Employment Type:

Salary: 57,525.000-68,406.000 USD

Description

**State of New Hampshire Job Posting
Office of Professional Licensure and Certification
Division of Health Professions/Board of Pharmacy
US:NH:CONCORD
Labor Grade 29
Position # 17094**

**(An additional 30% enhancement pay which is not included
in the salary noted above effective through August 13, 2016)**

Office of Professional Licensure and Certification, Division of Health Professions, Board of Pharmacy is recruiting for a full-time Administrator II for the Pharmacy Compliance Division.

Summary:

Administers Agency objectives as they relate to State and Federal Drug Laws by planning short and long term organizational goals or standards, reviewing recommendations and developing or revising program policies for the Board of Pharmacy. Directly oversees compound pharmacies in state and reviews/advises Board regarding non-resident compound pharmacies compliance with current USP/Government standards.

Responsibilities:

Reviews federal governmental rules and regulations to prepare and maintain staff operations for the department or division including drafting and revising operational procedures and work methods for the office and field staff as it relates to the Compliance Division.

Develops and maintains Policy and Procedure manual as they relate to the Compliance Division. Performs sterile compound inspections, inspections of permit holders as well as physician offices, dental offices, veterinary clinics and other locations in New Hampshire where medicines are sold, used or distributed as assigned

Oversees compliance investigators and develops and maintains a comprehensive plan for routine inspection of all licensees holding drugs for sale, distribution or administration in New Hampshire

reporting these results to the Board at its monthly meeting.

Works with APU in preparing Reports of Investigation and recommendations of disciplinary action for the Board's review and consideration. Provides the Board with a monthly report on the status of cases referred to APU.

Communicates continuously with department heads of other organizational components of the division, representatives from federal and state governmental and other health care regulatory agencies acting as a liaison of the Board with respect to the most recent developments in the field of investigations, laws regulations, evaluations, planning of the programs as well as other activities directly related to the Compliance Division.

Responsible for informing and explaining changes in state and federal laws, rules and regulations to pharmacy investigators/inspectors, pharmacy registrants, clerical staff and other health care professionals. Recommends new policies and procedures that would assure compliance with these. Oversees the preparation of new law exam questions submitted for MPJE each year and responsible for the review of all new questions proposed for the MPJE pool to ensure appropriateness for inclusion in the NH question pool.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in Pharmacy.

Experience: Six years' experience as a practicing pharmacist, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience.

License/Certification: Current licensure by the New Hampshire Board of Pharmacy. Valid N.H. drivers License and/or access to transportation for use in statewide travel.

PREFERRED REQUIREMENTS:

Preferred candidate will possess a Doctor of Pharmacy (PharmD), MPH or MHA

Preferred candidate will have experience with development of policies and procedures.

Applicants with additional 3 years' experience as a practicing pharmacist, six (6) of which shall be in the State of New Hampshire, will be given preference.

Employees may be required to pay an agency/union fee.

In order to receive credit for post-secondary education, a copy of official transcripts with a seal and/or a signature should be included with the application. If copies of transcripts have been requested please reference this and have them forwarded to the Human Resources office for the agency listed above.

Prior to applying, please be sure that you have completed your profile including your complete

employment history, education history, credentials and contact information. Please bear in mind that your education and experience must be relevant to the specific position for which you are submitting an application. You are encouraged to provide a copy of your current resume, but resumes will not be accepted in place of a fully completed application for employment.

For further information please contact Michael Dupuis, Administrator at: (603) 271-7842 or by email at: Michael.Dupuis@nh.gov.