

CLASS TITLE:

**CHIEF, COMPLIANCE
AND REGULATORY SECTION
(PHARMACY)**

Class Code: 02529500

Pay Grade: 35A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the planning, supervision and review of the work of a pharmacy staff engaged in a program of inspectional activities and criminal investigations relative to the enforcement of state laws as designated; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior from whom assignments and instructions are received in broad outline form with considerable latitude for the exercise of initiative and independent judgement; work is reviewed through results obtained and submitted reports for conformance to departmental policies and objectives, provisions of law, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, supervises and reviews the work of inspectors and clerical assistants.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for inspections and criminal investigations relative to the enforcement of the Uniform Controlled Substance Act; Food, Drugs and Cosmetics Act; Drug Abuse Control Act; Pharmacy Act; Drugs and Poisons Generally Act; Household Chemicals Act; and other acts as designated.

To exercise in any part of the state all powers of sheriffs, deputy sheriffs, town sergeants, chiefs of police, police officers and constables.

To carry firearms.

To apply for, execute and serve search warrants, arrest warrants, subpoenas and summonses issued under the authority of the state.

To make arrests and seizures of property as provided by law.

To seize, inventory and destroy controlled substances as required by law.

To testify before courts and grand juries and prepare criminal information in the prosecution of cases.

To supervise the work of a pharmacy staff engaged in a regulatory program through such activities as: licensing and registration investigations of pharmacists, retail and hospital pharmacies, manufacturers and certain compliance with state laws and regulations concerning equipment, personnel, sanitation, stock and sale of pharmaceuticals, chemicals, drugs, medicines, poisons, and toxic and harmful substances.

To assist the Board of Pharmacy in the approval or rejection of applications for licensure for pharmacists and in the preparation and administration of written and oral examinations.

To recommend and schedule hearings for the Board of Pharmacy on violations of the law.

To assist in radio and telecommunications when required.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the approved methods of compounding prescriptions; a thorough knowledge of the methods and objectives of pharmacy inspection and the control of the sale and distribution of drugs, medicines, poisons and toxic and harmful substances; a thorough knowledge of state and federal laws governing the dispensing of pharmaceuticals, chemicals and drugs; a thorough knowledge of the various pharmaceuticals, chemicals and drugs offered for sale; the ability to plan, supervise, assign and review the work of a staff engaged in the enforcement of the state's pharmacy laws, rules and regulations; the ability to assist the Board of Pharmacy in the approval or rejection of applications for licensure for pharmacists and in the preparation

and administration of written and oral examinations; the ability to handle, maintain and use firearms and other implements of defense and restraint without causing hazard to self and others; the ability to interpret, apply and enforce the state's pharmacy laws, rules and regulations; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of pharmacy of recognized standing; and

Experience: Such as may have been gained through: employment as a pharmacy inspector in the state service or a comparable position in a municipal, state or federal agency.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment must be a licensed as a registered pharmacist in the State of Rhode Island and must maintain such license as a condition of employment.

Class Revised: October 31, 2004