

# Compounding Pharmacy Compliance Analyst

Mount Laurel, NJ, US

Worker Category : **Full Time**

Requisition ID **1341**

## Job Title

Compliance Analyst - Compounding Pharmacy

## FLSA Status

Non-exempt

## Reports To

Compliance Officer

## Job Summary

The Compliance Analyst plays a critical role to ensure that Stokes Healthcare maintains the highest levels of compliance across the business through compliance with all federal, state, regulatory, and accrediting agencies. This role will support various strategic quality improvement initiatives, ensure compliance with all operating procedures and regulations, and perform internal audits. Under the direction of the Compliance Officer, the associate works to identify and address areas of vulnerability related to quality and regulatory compliance. This includes reviewing and analyzing policies, regulations and compliance requirements that could impact pharmacy licensure and accreditation.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Ensure compliance with all state and federal regulations as well as those pertaining to USP, ACHC and NABP
- Read, interpret, summarize, Federal and State regulations and policies
- Perform audits on operations and quality system to determine the level of compliance to existing and newly instituted regulatory procedures and or corrective action plans
- Communicate with individual departments to notify and address non-compliance issues
- Assist in communication, coordination and management of external and mock audit
- Prepare documentation for submission to state and federal agencies
- Investigate potential issues of regulatory and or privacy (HIPAA) non-compliance and assist with root cause analysis, corrective action and impact reports for internal departments
- Document and maintain project plans and status reports as related to compliance programs, mock inspections, audits, and other ad hoc initiatives as needed

## Required Education and Experience

- Bachelor's Degree or a minimum 2 years of professional work experience at a pharmacy, healthcare setting, or state/federal agency
- Minimum 1 year of professional work experience in quality and/or compliance experience in a compounding pharmacy setting preferred
- Active New Jersey Pharmacy Technician license preferred
- Interest in Pharmacy Law, State/Federal Regulations, and overall compliance related activities
- Must possess strong research and analytical skills, as well as excellent verbal and written communication skills
- Ability to deliver information accurately in a fast-paced environment with insight and perspective
- Possesses ability to analyze and interpret policy and regulations
- Proficiency with MS Office Suite

**Competencies**

- Communication Proficiency
- Decision Making
- Detail Oriented
- Problem Solving/Analysis
- Quality
- Results Driven
- Technical Capacity

**Supervisory Responsibility**

This position has no supervisory responsibilities.

**Work Environment**

This job operates primarily in a controlled laboratory environment. This position requires the use of standard office equipment, and frequent standing and walking.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Able to sit and/or stand 8-10 hours or more per day as needed
- May sit, stand, stoop, bend and walk intermittently during the day; may be necessary to work extended hours as needed
- Finger dexterity to operate office equipment required
- Ability to lift up to twenty (20) pounds on occasion

**Position Type and Expected Hours of Work**

This is a full-time position. Because of the nature of the business, work schedules may vary at times.

**Travel**

No travel is expected for this position.

**Disclaimer**

The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.

**AAP/EEO Statement**

Stokes Healthcare is an Equal Employment Opportunity and Affirmative Action Employer.