

	Diversion Monitoring Project Manager	Date:
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Assignment Description

Title: Diversion Monitoring Project Manager

Job Overview: The Diversion Monitoring Project Manager will provide leadership, oversight, and coordination of activities related to diversion prevention monitoring procedures and practices. The Manager will be responsible for development and maintenance of a comprehensive controlled substance surveillance program based on regulatory body requirements including but not limited to the Drug Enforcement Agency (DEA) and best practices. The Manager will also create and execute a comprehensive auditing program for controlled substances as well as a format for event investigation and review. Principal responsibilities include, but are not limited to:

- Create, implement, manage, and maintain a comprehensive surveillance, auditing, and review program to assist in the prevention and detection of controlled substance diversion
- Lead process improvement initiatives as it pertains to controlled substance diversion monitoring and auditing processes
- Conduct random and specific audits to address areas of high risk institution-wide
- Investigate suspected or confirmed events of controlled substance diversion generated from area auditing tools and protocols
- Utilize technical skill to generate reports and monitoring mechanisms to identify areas of risk, gaps in current process, and area trends
- Work with internal and external leaders to promote awareness of findings, deficiencies, areas of risk and make recommendations for process improvements
- Maintains knowledge and understanding of controlled substance law at the federal, state, and local level
- Conduct staff training as necessary

Reporting Relationships: This position will report to the Diversion Prevention Manager.

Qualifications and Required Skills/Experience:

- Bachelor's degree in a related field

- 3-5 years experience in a pharmacy practice environment or a combination of related or equivalent experience
- 3+ years' experience conducting data analysis, auditing, related experience
- Registration with the state board of pharmacy
- Pharmacy Technician Certification Exam® credential offered by the Pharmacy Technician Certification Board (PTCB)
- Working knowledge of controlled substance law

Preferred Skills/Experience:

- Previous formal leadership experience
- Working knowledge of controlled substance law
- Excellence in communicating with peers, supervisors, team members, interdisciplinary colleagues, and external stakeholders
- Familiarity with Joint Commission® Medication Management Standards

Physical Demands: Light work; lifting 20lbs. maximum with frequent lifting and/or carrying objects weighing up to 10lbs

Instructions: Please provide a letter of intent, resume, and direct any questions to: