

	Pharmacy Loss Prevention Specialist	Date:
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### Assignment Description

**Title:** Pharmacy Loss Prevention Specialist

**Job Overview:** The Pharmacy Loss Prevention Specialist will provide an additional level of control in the reduction of risk in controlled substance management through the execution of inventory recovery and diversion/theft prevention and reduction programs. This position will protect enterprise assets and work to prevent pharmacy controlled substance inventory loss through comprehensive audits of inventory, random reconciliations of inventory for controlled substance medications, and analysis of trends. Principal responsibilities include, but are not limited to:

- Conduct onsite audits of receiving and inventory logs for controlled substance medications, medication invoices, and shipments
- Review and maintain updated medication invoice and controlled substance receiving procedures
- Ensure compliance of cash handling processes for each employee performing this activity and for each pharmacy
- Monitor inventory for all controlled substance medications to correlate electronic inventory with quantity on-hand
- Detect and investigate any perceived or confirmed incident of controlled substance diversion or theft
- Report findings to leadership and make recommendations for action or follow-up with staff or inventory correction
- Work with internal leaders to promote awareness of findings, deficiencies, areas of risk and make recommendations for process improvements
- Maintain 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 Monitoring Project Manager.

**Qualifications and Required Skills/Experience:**

- Registration with the State Board of Pharmacy
- Pharmacy Technician Certification Exam® credential offered by the Pharmacy Technician Certification Board (PTCB)
- Registration with the State Board of Pharmacy
- 3-5 years' experience in loss prevention
- Working knowledge of controlled substance law

**Preferred Skills/Experience:**

- Bachelor's degree in a related field
- Recent supervisory experience
- Excellence in written and verbal communication skills
- Familiarity with Joint Commission Medication Management Standards

**Physical Demands:** Medium work; lifting 50lbs. maximum with frequent lifting and/or carrying objects weighing up to 25lbs

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