Drug Diversion Specialist Job Description – SAMPLE

The Drug Diversion Specialist (Diversion Specialist) provides oversight and direction for the daily operations of the drug diversion prevention, detection and response program. The diversion specialist is accountable for all aspects of drug diversion education, prevention, monitoring, investigating and reporting at (insert the name of the organization).

The Diversion Specialist will:
- Establish and maintain an effective drug diversion educational program for all (insert the name of the organization) staff members, as appropriate for their work responsibilities
- Provide leadership and actively participate in (insert the name of the organization) multidisciplinary educational activities related to drug diversion
- Establish and maintain a comprehensive surveillance and auditing program to detect drug diversion
- Delegate auditing functions as appropriate
- Collect and track drug diversion-related data from across the institution, including medication handling issues, medication security issues, concerns about healthcare provider behavior/performance, and patient complaints related to pain
- Maintain a drug diversion database containing all data collected that may relate to drug diversion
- Lead the investigation process of suspected drug diversion incidents
- Ensure that internal and external regulatory reporting occurs as required following each drug diversion event
- Coordinate with the drug diversion response team and direct any response team activities
- Chair the drug diversion operating committee
- Develop and maintain up-to-date drug handling, diversion prevention, detection, and reporting policies and procedures
- Work collaboratively with all relevant departments and serve as a drug diversion resource for all staff members
- Present institutional drug diversion reports to the chief executive officer (CEO) and the governing body, as appropriate
- Stay abreast of relevant standards and regulations, including those from the Drug Enforcement Agency (DEA), Food and Drug Administration (FDA), Environmental Protection Agency (EPA), The Joint Commission (TJC) and state board of pharmacy
- Serve as a liaison within the community and work cooperatively with other community organizations and leaders in addressing drug diversion prevention.

BASIC QUALIFICATIONS:
A degree in nursing, pharmacy or a related field is required. A minimum of five years of experience in investigations, interviewing witnesses, and investigative report processing OR a...
minimum of eight years of healthcare experience is required.

OTHER QUALIFICATIONS:

- Experience in drug diversion prevention processes
- Strong interpersonal, analytical, organizational and problem-solving skills
- Excellent public speaking and teaching abilities
- Ability to facilitate change processes and work collaboratively with diverse, multidisciplinary teams
- Thorough understanding of medication dispensing technology required
- Ability to work independently with minimal supervision
- Strong supervisory skills
- Proficient with computer skills, including word processing and spreadsheet applications
- Knowledge and understanding of federal and state medication handling and controlled substances regulations
- Familiarity with drug diversion-related standards and regulatory requirements, including the Medication Management standards of TJC; DEA, EPA and FDA regulations; and the relevant Conditions of Participation from the Centers for Medicare and Medicaid Services (CMS)
- Previous experience in trending and analyzing data
- Training in interviewing techniques
- Ability and willingness to work at odd hours and on short notice