

## Drug Diversion Specialist Job Description – SAMPLE

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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 program aspects, including drug diversion education, prevention, monitoring, investigating, and reporting at (*insert organization name*).

### **Diversion Specialist Job Duties:**

- Establishes and maintains an effective drug diversion educational program for all (*insert the name of the organization*) staff members, as appropriate for job responsibilities.
- Provides leadership and actively participates in (*insert the name of the organization*) multidisciplinary educational activities related to drug diversion.
- Establishes and maintains a comprehensive surveillance and auditing program to detect drug diversion.
- Delegates auditing functions as appropriate.
- Collects and tracks drug diversion-related data from across the institution, including medication-handling issues, medication security issues, healthcare practitioner behavior/performance concerns, and patient complaints related to poorly controlled pain.
- Maintains a drug diversion database.
- Leads the investigation of suspected drug diversion incidents.
- Ensures that internal and external regulatory reporting occurs as required following each drug diversion event.
- Coordinates with the drug diversion response team and directs its activities.
- Chairs the drug diversion operating committee.
- Develops and maintains up-to-date drug handling and diversion prevention, detection, and reporting policies and procedures.
- Collaborates with all relevant departments and serves as a drug diversion resource for all staff.
- Presents institutional drug diversion reports to the chief executive officer and governing body, as appropriate.
- Stays abreast of relevant standards and regulations, including those from The Joint Commission (TJC), Drug Enforcement Agency (DEA), Centers for Disease Control and Prevention (CDC), Food and Drug Administration (FDA), Environmental Protection Agency (EPA), and state board of pharmacy.
- Liaises within the community and cooperates with other community organizations and leaders in addressing drug diversion prevention.

### **Basic Qualifications:**

A degree in nursing, pharmacy, or related field is required. A minimum of five years of experience in investigating, witness interviewing, and investigative report processing **OR** a minimum of eight years of healthcare experience is required.

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### 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 collaborate with diverse multidisciplinary teams.
- Thorough understanding of medication dispensing technology.
- Ability to work independently with minimal supervision.
- Strong supervisory skills.
- Proficient 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 TJC's medication management standards; DEA, EPA, CDC, and FDA regulations; and the Centers for Medicare and Medicaid Services' relevant conditions of participation.
- Previous experience in trending and analyzing data.
- Training in interviewing techniques.
- Ability and willingness to work at odd hours and on short notice.

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