

Technician Scope and Duties Task Force - Meeting Summary

Meeting Purpose

To review and discuss proposed changes to pharmacy technician scope of practice and duties, including portability of licensure, expanded roles, and technology-enabled tasks. The group aimed to share updates, analyze poll results, and assign next steps for drafting recommendations to the Board of Pharmacy.

Summary of Discussions

| Topic | Discussion | Actions |
|---------------------------------------|--|--|
| Board Update & Poll Results | Michelle and Mike shared positive feedback from the Board on progress. Poll results showed strong alignment on adding a technician to the Board (100%), mixed views on verbal prescriptions (60%), and strong support for expanding pharmacist-to-technician ratio (80%). Pros and cons were analyzed for ratio expansion. | Roseann to integrate ratio feedback into recommendations. |
| License Portability for Technicians | Mike presented options for out-of-state technicians to register in Minnesota without repeating full training. Two legislative approaches discussed: adding a subpart under 6800.3085 or revising technician definition. Group favored the first option for clarity. | Cassie to contact NABP/PTCB for data and best practices; Mike to draft language for subpart proposal. |
| Prescription Transfers by Technicians | Alyssa Nielsen proposed allowing certified technicians to manage electronic or fax-based prescription transfers under pharmacist supervision. Discussed safety, technology standards | Cassie to obtain NCPDP technical specs; Alyssa to finalize draft recommendation and upload to shared folder. |

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| | (NCPDP), and delegation requirements. | |
| Terminology & Tiered Roles | Samantha raised concerns about “certify” vs. “verify” in Tech-Check-Tech. Group agreed most states use “verification.” Discussion on tiered roles (registered vs. licensed) and potential barriers. | Samantha to research other states’ terminology and share toolkit; Cassie to connect Samantha with NDSU resource. |
| Standard of Care Framework | Michelle emphasized importance of avoiding unintended barriers and aligning duties with standard of care. Group agreed to include this as a guiding principle for all recommendations. | Michelle to prepare a presentation on standard of care for next meeting. |
| Next Steps & Assignments | Reviewed colorful topic tracker, confirmed assignments, and agreed to upload drafts to shared folder. Discussed removing irrelevant topics (vaccines, point-of-care testing). | All members to upload draft templates; Michelle to prepare next poll questions; Mike to send meeting minutes and schedule next session. |

Action Items (Prioritized)

| Task List | Responsible Parties | Deadline |
|--|---------------------|--------------------------------|
| Upload draft templates to shared folder | All subgroup leads | Before next meeting (Nov) |
| Prepare next poll questions based on new topics | Michelle Aytay | Nov 1 |
| Draft legislative language for license portability | Mike Waldt | Nov 15 |
| Contact NABP/PTCB for reciprocity data | Cassie Doyle | Nov 15 |
| Obtain NCPDP technical specs for electronic transfers | Cassie Doyle | Nov 15 |
| Finalize prescription transfer recommendation | Alyssa Nielsen | Nov 15 |
| Research terminology for Tech-Check-Tech and share toolkit | Samantha Schmitz | Nov 15 |
| Prepare standard of care presentation | Michelle Aytay | Next large group meeting (Nov) |

Next Steps

- Subgroup Work: Complete assigned drafts and upload to shared folder.
- Poll Development: Michelle to create poll for remaining topics and circulate.
- Data Gathering: Cassie and Samantha to secure external resources for portability and verification models.
- Framework Alignment: Michelle to present standard of care model to guide recommendations.
- Timeline Check: Mike and Michelle to review topic tracker and confirm readiness for January Board report.

Attendance

Mike Waldt
Doyle, Cassie
Alyssa Freund
Blake, Kimball T
Su, Sharon
Sara Lindeen
Josh Teeters
Schmitz, Samantha
Hines, Roseann
Aytay, Michelle
Heck, Katie Lynn
Nielsen, Alyssa
Hammer, Robin