

Technician Scope and Duties Task Force Meeting Summary 09.25.25

Meeting Purpose

To align the large group on the Technician Scope and Duties Task Force objectives, review subgroup progress, consolidate topic lists, introduce a standardized template for recommendations, and plan next steps for developing proposals to present to the Minnesota Board of Pharmacy.

Summary of Discussions

Topic	Discussion	Actions
Meeting Objectives & Charter Alignment	Reviewed the task force's purpose: evaluate best practices for pharmacy technician roles, ensure applicability across settings, and make advisory recommendations to the Board. Emphasized alignment with the charter and mission to protect public health.	Continue referencing the charter for all subgroup work.
Subgroup Updates & Topic Consolidation	All three subgroups met and shared wish lists. Topics were consolidated into categories (e.g., supervision ratios, autonomy, duties, immunizations). Some ambiguity remains in certain topics (e.g., immunizations scope).	Subgroups to clarify ambiguous topics and update the shared document as needed.
Template for Recommendations	Introduced a standardized template for analyzing each topic: background, pros/cons, risks, alignment with charter, other states' practices, current MN rules, proposed changes, and impact.	Subgroups to complete at least five templates before the next large group meeting.
Resource Sharing	Resource folder created in shared drive. Literature review and NABP model act added. Michelle offered to	Members to upload resources to the shared folder and leverage Michelle for regulatory research

	assist with regulatory research; emphasized collaboration to avoid duplication.	support.
Next Steps & Timeline	Preliminary summary due to the Board by 10/27. Next large group meeting planned for the week of Oct 6. Subgroups to assign topics and start drafting templates.	Mike to send scheduling poll for next meeting; subgroups to meet next week and assign tasks.
Stakeholder Engagement & Overlap with Other Committees	Work-from-home and telepharmacy topics may overlap with another advisory group. Emphasized need for communication and stakeholder feedback.	Track overlapping topics and coordinate with other committees as needed.

Action Items (Prioritized)

Priority	Task	Responsible Parties	Deadline
1	Assign topics within subgroups and begin drafting templates (minimum 5 per subgroup).	Subgroup Leads	Oct 6
2	Upload resources and references to shared folder.	All Members	Ongoing
3	Complete preliminary drafts of templates for review at next large group meeting.	Subgroup Members	Oct 6
4	Schedule next large group meeting.	Mike Waldt	Sept 26
5	Prepare preliminary summary for Board of Pharmacy.	Mike & Michelle	Oct 27

Next Steps

- Follow-Up Meeting: Week of October 6 (exact date TBD via poll)
- Subgroup Work: Meet next week to assign topics and start drafting templates
- Resource Development: Continue adding materials to the shared resource folder
- Stakeholder Engagement: Identify and plan for input from external stakeholders