

Guidelines for Pharmacists-In-Charge

See below for the guidelines for each type of Pharmacist-In-Charge. It is the responsibility of the PIC to review all of the pharmacy's forms, policies, and variances to familiarize themselves with the content. Review MN Rule 6800.2400 for pharmacist-in-charge responsibilities and duties. Minnesota Statute § 151.074 requires an individual owner or employee of a facility licensed or registered by the Minnesota Board of Pharmacy, which is the subject of an investigation by or on behalf of the Board, to cooperate fully with the investigation. Cooperation includes responding fully and promptly to any question raised by, or on behalf of, the board relating to the subject of the investigation and providing copies of patient pharmacy records and other relevant records, as reasonably requested by the board, to assist the board in its investigation.

Guidelines New Permanent Pharmacist-In-Charge

Pharmacists taking over as pharmacist-in-charge (PIC) of an existing pharmacy should complete the following items after learning of their appointment.

- **Certificate of Professional Responsibility** – This form must be completed and sent to the board within ten days after becoming the PIC.
- **Existing Variance Form for a Successor Pharmacist-In-Charge** - If your pharmacy has a variance on file with the board, this form should be completed and sent to the board within ten days after becoming the PIC. If you do not submit this form, your pharmacy cannot continue to use the variances that have been granted by the board. If you are a temporary PIC, you do not need to complete the "Existing Variance Form for a Successor Pharmacist-In-Charge".
- **Power of Attorney Form** - Complete the form to allow the new PIC to sign controlled substance order forms, if applicable. The previous PIC should also complete the form to release them from the authority, if applicable. The forms should be kept with the pharmacy's narcotic records. This is not submitted to the board.
- **On-Hand Inventory** - Take an inventory of the on-hand controlled substances the first day of the change in PICs. This protects both the outgoing and incoming PIC regarding any past or future discrepancies in controlled substance inventories. Keep the inventory results with the pharmacy's narcotic records. This is not submitted to the board.
- **Pharmacy Technician Policy** - As the pharmacist-in-charge, you are required to ensure all pharmacy technicians are registered with the board, and you are responsible to develop detailed written procedures directing the activities of the technicians. Update, sign, and keep a copy of the technician policy at your pharmacy. This is not submitted to the board.
- **Pharmacist-In-Charge Responsibility Survey** – The survey is to be completed within ninety days after becoming the PIC. Temporary PICs are not required to complete this survey. Keep a copy of the completed survey at the pharmacy for future board inspections.

Guidelines for Departing Pharmacist-In-Charge

Use the following items to guide you through successfully terminating your current pharmacist-in-charge duties.

- **Pharmacist Surrendering Pharmacist-In-Charge Responsibility** - This form should be completed and sent to the board immediately upon knowledge of service termination.
- **Power of Attorney** - Complete and sign the "Notice of Revocation" section of this form if applicable. File this form with the pharmacy's narcotic records. This is not submitted to the board.
- **On-Hand Inventory** - See instructions for this in the "Guidelines for New Pharmacist-In-Charge".
- **Change of Name, Address, or Employment** - You can find this form on the [Board's website](#).

[All forms are available on the Minnesota Board of Pharmacy website under the "Forms" tab.](#)

Guidelines for Temporary Pharmacist-In-Charge

If the temporary appointment becomes permanent, you will need to complete all the items in the “Guidelines for New Permanent Pharmacist-In-Charge” section.

- **Certificate of Professional Responsibility** - Fill out the entire form including the “Temporary Pharmacist-In-Charge” section and send it to the board within ten days after becoming the temporary PIC.
- **Power of Attorney** - Complete and sign this form, if applicable. File this form with the pharmacy’s narcotic records. This is not submitted to the board.
- **On-Hand Inventory** - See instructions for this in the “Guidelines for New Pharmacist-In-Charge”.

Guidelines for Returning Pharmacist-In-Charge

Use the following items to guide you through successfully returning to your pharmacist-in-charge duties after a leave of absence.

- **Certificate of Professional Responsibility** – This form should be completed and sent to the board when a PIC returns from a temporary leave. The form should be filled out using the date the PIC returned from their leave, not their original date of taking over the PIC duties.
- **Power of Attorney** - Complete and sign this form, if applicable. File this form with the pharmacy’s narcotic records. This is not submitted to the board.
- **On-Hand Inventory** - See instructions for this in the “Guidelines for New Pharmacist-In-Charge”.

[All forms are available on the Minnesota Board of Pharmacy website under the “Forms” tab.](#)