



Advisory Task Force on Technician Duties and Scope of Practice

Signup ends 8/24/2025

Advisory Task Force Charter

I. Committee Overview

- **Committee Name:** Technician Duties and Scope of Practice Committee
- **Reporting To:** Minnesota Board of Pharmacy Executive Director and Board
- **Committee Lead/s:** To be selected from committee
- **Date Issued:** 8/6/25
- **Effective Date:** 9/10/25
- **Review Date:** 2/28/2026

II. Committee Membership

- The committee will be made up of no more than 15 individuals consisting of MN licensed pharmacists and MN registered technicians
- Selection is prioritized to ensure a variety of practice activities are represented

III. Purpose & Scope of Work

- **Purpose/Mission of the Committee:**
 - To evaluate and identify best practice considerations regarding the use of pharmacy support personnel
 - To consider and ensure recommendations are applicable to all licensee locations where pharmacy support personnel are utilized
 - To make pharmacy practice recommendations related to the use of Registered Pharmacy Technicians and other support personnel in the practice and operation of pharmacies to the Minnesota Board of Pharmacy for consideration in further actions by the Board
- **Specific Objectives/Goals:**

- To meet regularly in person or virtually as defined by the committee and appointing authority
- To provide a final report on the objectives to the appointing authority by 1/9/2026
- To identify, compare, and evaluate legal language and policies of other states
- To review and report on stakeholder and public suggestions regarding the topic
- To evaluate and report on appropriate levels or ratios of support personnel
- To evaluate and report on appropriate levels and methods of supervision for support personnel, include variations for type of practice
- To evaluate and report on qualifications required for the supervision of support personnel
- To evaluate and report on either level of autonomy or limits upon duties for support personnel
- To evaluate and report on the impact of proposed changes in scope of duties for support personnel
- To indicate minimum competency requirements for support personnel in the duties proposed
- To evaluate opportunities for education, programs, and credentialing available to pharmacy support personnel
- To evaluate existing rules, regulations, and allowances for conflicts in current scope and authority
- To document language changes to the current rule 6800.3850 (and statute 151.01 and 151.102, if applicable) in the form of track changes which align with the committee's recommendations
- To communicate with the appointing authority as needed to support the committee's operations
- To maintain documentation of the activities of the committee
- To account for and maintain citations or locations of source material, if not individual work product

IV. Authority & Decision-Making

- **Level of Authority:**

- The committee is ADVISORY - all recommendations will be reviewed by the Board

- **Reporting Structure & Communication:**

- Report to the Executive Director or designee
- Provide work product as described in milestones and dates

V. Timeline & Deliverables

- **Key Milestones & Dates:**

- 9/12/2025; Initial meeting of the committee members and board representative/s
- 10/27/25; Provide summary of meetings and activities and preliminary information on state by state comparison of scope of duties and best practices identified
- 11/19/25; Provide board a summary of meetings and activities and preliminary information on education and competence for support personnel
- 12/17/25; Provide a summary of meetings and activities and preliminary information on supervision related objectives for support personnel
- 1/14/26; Provide a final report encompassing all charter objectives

- **Meeting Frequency & Schedule:**

- Set by committee in order to achieve objectives
- Meets from September 2025 to February 2026
- Meetings must observe and maintain public meeting and data requirements per Minnesota Statutes