

IMPORTANT

PHARMACIST-MANAGER RESPONSIBILITIES

- The Pharmacist-Manager must notify the Board within 30 days of employing a pharmacy technician and must provide a training program for each technician covering each of several prescribed topics [90-85.15A]
- All Pharmacist-Managers shall notify the Board of any change in pharmacist personnel within 30 days of such change [90-85.21(a)]
- Every Pharmacist-Manager shall maintain prescription records for at least three years [90-85.26]
- Every Pharmacist-Manager or other pharmacist at his discretion, shall review prescription records at least weekly in health departments and be responsible for all dispensing at health department clinics [90-85.34(a)(6)]
- It is unlawful for a Pharmacist-Manager to allow or cause anyone other than a pharmacist to dispense or compound any prescription drug except as an aid to or under the supervision of a pharmacist [90-85.40]
- The Pharmacist-Manager accepts responsibility for the operation of a pharmacy in conformance with all statutes and regulations pertinent to the practice of pharmacy [.1317(10)]
- The Pharmacist-Manager is subject to all federal and state laws concerning the dispensing of medications [.1600(b)(4)]
- Permits are issued to the Pharmacist-Manager and must be counter-signed by the Pharmacist-Manager [.1600(d)]
- The permit is only valid as long as the Pharmacist-Manager performs duties as required by law [.1600(d)]
- A Pharmacist-Manager must personally appear at the Board's office to obtain a permit [.1606]
- The Pharmacist-Manager for out of state pharmacies must report significant changes in personnel within 30 days. [.1607(7)]
- The Pharmacist-Manager has the responsibility for security of fax transmissions of prescriptions including readable records [1807(8)]
- In Health Departments Pharmacist-Managers must [.2400]:
 - (a) Develop a system of control and accountability of all drugs dispensed

- (b) Verify accuracy of records either weekly or daily depending on prescription volume
 - (c) Is personally responsible for compliance with all laws governing the practice of pharmacy and distribution of drugs
- The Pharmacist-Manager is responsible for [.2502]:
- (a) Assuring that all prescription drugs and controlled substances are safe and secure in the pharmacy
 - (b) Being present at least half the time the pharmacy is open or 32 hours per week, whichever is less; a pharmacist employee not meeting this requirement may serve as pharmacist-manager of the permit holder temporarily for a period not to exceed 90 days from the departure date of the previous pharmacist-manager, if the pharmacist employee is present at least 20 hours per week in the pharmacy
 - (c) Completing a controlled substance inventory within 10 days of a change in pharmacist-manager
 - (d) Developing a system of inventory record keeping and control to detect any shortages or discrepancies in controlled substances at the earliest possible time
 - (e) Control of all keys to the pharmacy as well as the ultimate security of the pharmacy
 - (f) Serving as Pharmacist-Manager at only one full service permit at one time
 - (g) Informing the Board and DEA of a pharmacy closing and arrange for the proper transfer of files and pharmaceuticals to another pharmacy
 - (h) Preparing a plan to safeguard prescription records and pharmaceuticals in the event of a natural disaster such as a hurricane
 - (i) Separating from the dispensing stock all pharmaceuticals over 6 months out of date
 - (j) Reporting to the Board any deaths due to drugs dispensed through the pharmacy
- Pharmacist-Managers where sterile pharmaceuticals are prepared must be knowledgeable in specialized functions including aseptic techniques and quality assurance [.2804]
- (a) Develop all policies, procedures and training manuals as well as quality assurance programs
 - (b) The Pharmacist-Manager is responsible for a system for disposing of infectious wastes

Pharmacist-Managers in Hospitals and Other Health Facilities:

- The Pharmacist-Manager in a health care facility shall be an employee of the health care facility who is thoroughly familiar with the specialized functions of health care facility pharmacy practice who is responsible for meeting the requirements of law [14.10(a)]
- The Pharmacist-Manager shall develop and implement written policies and procedures to be performed and insure that an adequate number of qualified and trained pharmacists are employed at the facility [.1410(c) and (d)]

- The Pharmacist-Manager shall establish written procedures for the safe and effective distribution of pharmaceuticals and many other responsibilities including the detection of discrepancies in controlled substances records [.1411(a) and (b)]
- The Pharmacist-Manager in a facility without 24 hour day, 7 day a week pharmacy services has several responsibilities for activities which occur in the absence of a pharmacist [.1413(a), (b) and (c)]
- The Pharmacist-Manager shall develop policies and procedures for preparation and labeling of parental admixtures [.1414(d)(2)]
- The Pharmacist-Manager shall develop an approved drug list for unit dose inventories [.1414(f)]
- The Pharmacist-Manager, in connection with appropriate committees, shall develop a list of drugs to be placed in ancillary drug cabinet inventories [.1414(g)]
- The Pharmacist-Manager shall develop policies and procedures for automatic dispensing devices such as Pyxis machines [.1414(h)]
- The Pharmacist-Manager shall develop policies and procedures for emergency kits [.1414(I)]
- The Pharmacist-Manager has extensive responsibilities for medication records in health care facilities [.1414(j)]
- The Pharmacist-Manager has responsibility for developing and supervising a system of control and accountability including a formulary for drugs dispensed from the emergency department [1415(b)(2) and (3)]

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