



MINNESOTA BOARD OF PHARMACY

newsletter to promote pharmacy and drug law compliance

Disciplinary Actions Listed Online

Because of space limitations, information on disciplinary actions is no longer included in the *Minnesota Board of Pharmacy Newsletter*. A document that provides information about recent Board disciplinary actions can be found on the Board's [website](#) under the "Resources/FAQs" menu item.

Board Officer Elections

During the December 13, 2023 meeting, the Board re-elected Ronda Marie Chakolis, PharmD, RPh, to be its president. The Board also re-elected Kendra Metz, PharmD, RPh, to be its vice president for 2024. Executive Director Jill Phillips, MPH, RPh, was reappointed as secretary.

The Board consists of six pharmacist members and three public members appointed by the governor. Board members serve a term of four years; terms end on the first Monday in January. [Board members and terms](#) are listed on the Board's website. Pharmacist applicants must be actively engaged in the practice of pharmacy. Public members are subject to the definition in [Minnesota Statutes 214.02](#).

Health Professionals Services Program

The Minnesota Health Professionals Services Program (HPSP) has been in place now for 30 years after legislation was passed creating the agency. The agency promotes early intervention, diagnosis, and treatment for health professionals, including pharmacists with certain illnesses such as substance use or mental

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health disorders. It provides monitoring services as a potential alternative to Board discipline. The following information was provided by the agency at the Board's request:

"The Health Professionals Services Program is a monitoring program created through the State of Minnesota. This program started in 1994 after legislation was passed to accept the proposal of this monitoring program for healthcare professionals regulated in Minnesota. The original discussions started a few years before that with health licensing board representatives, association representatives, and healthcare professionals and entities. All these representatives came together to discuss the importance of a monitoring program and the statutes that would give authority to the organization. Our mission is protecting the public by providing monitoring services to regulated health care professionals whose illnesses may impact their ability to practice safely. Illnesses are defined as medical, physical, physiological, mental, psychological, or substance use that may impair the healthcare professional.

HPSP creates individualized participation agreements in order to monitor the safety to practice and management of illness for healthcare professionals. Today, HPSP has 9 staff members, including a program director, six case managers, and two support staff. The group of professionals works to help protect Minnesotans and help healthcare professionals continue to practice safely. The stigma associated with certain illnesses such as substance abuse and mental health disorders can make health care practitioners hesitant to seek treatment. Confidential monitoring increases the likelihood that practitioners will seek treatment early – before clinical skills are compromised. And monitoring improves treatment compliance and successful outcomes."

Please feel free to explore the HPSP [website](#) for information and resources for professionals.

ALIMS Database Status Updates

As of this publication, most technicians and pharmacists have successfully utilized the new ALIMS licensing database to renew their individual credentials. While electronic renewal has been a feature consistent with the individual process for several years, the new database also supports electronic renewal functions for facilities including wholesalers, manufacturers, pharmacies, and others.

The Board communicated with the first wave of facilities in January 2024 to provide education regarding the Licensee Management Account and the process of moving facilities to an online platform. This group of facilities included wholesalers, manufacturers, and pharmacies, based on the upcoming renewal schedule. These renewals will be staged online, with facilities submitting the required documents for renewal as electronic uploads. The system also allows for electronic payments. These enhancements will reduce paper documentation significantly and streamline the payment process while allowing for greater visibility of the processing status for licensees. The

system also offers benefits for communication of deficiency notifications and responses while integrating them into the workflow.

The upcoming application deadlines for facilities are listed below. It is imperative that you follow these deadlines to avoid late fees and potential lapses in licensing.

License Type	Date Renewal Opens	Date Renewal Is Due	Date License Expires
Manufacturers	4/1/2024	5/1/2024	5/31/2024
Wholesalers	4/1/2024	5/1/2024	5/31/2024
Pharmacies	5/1/2024	6/1/2024	6/30/2024

Technician Training Requirements

Technician training is addressed in [Minnesota Administrative Rules 6800.3850](#) and described in more detail on the Board’s website under the Education tab, titled [Technician Training Requirements](#). This web page contains summaries of requirements as well as frequently asked questions regarding training and documentation. Continuing education (CE) does not satisfy the technician training requirement and is an additional and separate requirement for all technicians. However, technicians may receive CE credits from some program providers for completion of elements of their training. Any CE completed for technician training cannot be used again for the CE requirement.

Technicians who do not complete training and submit documentation of completion of training within one year of initial registration will not be allowed to renew their registration. This may affect what tasks an individual may perform until the completion of training and review of documentation, as they will not hold an active technician registration.

Pharmacies and [pharmacists-in-charge \(PICs\)](#) have a responsibility to ensure that technicians receive adequate training in the tasks they will perform while working at the pharmacy. They also have the responsibility to ensure that the use of an existing program or the development and use of a program specific to their site satisfies the Board’s training requirements. They must ensure that technician training occurs, and that documentation of completion is provided to the technician to submit to the Board and is maintained in the pharmacy for a period of at least two years after the training occurs.

Technicians have a responsibility to maintain progress toward completion of training in a timely manner and to communicate training status to employers. They also have a responsibility to maintain documentation of completion and provide it to the Board in a timely manner. Failure to meet technician training requirements may affect what tasks an individual may legally perform or their active employment in the role. Falsification of any documents pertaining to the training of pharmacy technicians shall be considered [unprofessional conduct](#) on the part of any pharmacist or pharmacy technician involved in such act.

Reporting Requirements

A pharmacist or pharmacy-intern must notify the Board immediately of any change in location of employment or any change of residence address, per [Minnesota Administrative Rule 6800.2500](#).

Pharmacy technicians must report any change in name, residence address, or location of employment to the Board within 10 days of the change, as noted in [Minnesota Administrative Rule 6800.3850, Subpart 1d](#).

Notification of the individual changes above may occur by updating your information on the Board's "Online Services" website, or by completion of the [notification form](#) found on the Board's website.

Each pharmacy must notify the Board immediately upon the knowledge of the PIC's termination of services and immediately designate a successor and notify the Board of the designation, according to [Minnesota Administrative Rule 6800.2400, Subpart 4](#). When a pharmacist assumes the role of PIC, the designee should submit the [Certificate of Professional Responsibility form](#) within 10 days of the change. If the pharmacy has active variances, an [Existing Variance Form for a Successor Pharmacist-in-Charge](#) must also be submitted. As a reminder, an individual pharmacist may be the PIC of only a single pharmacy, unless a variance is granted by the normal variance process.

Online Credential Verification

With the implementation of the new ALIMS database, credential verification has been temporarily separated from the process of discipline lookup. Statutes concerning public data limit what information the Board may provide. To inquire about discipline on a licensee or registrant, please email Board staff at pharmacy.board.@state.mn.us and include the full name of the individual or facility and the credential number. Additional information about providing public and private data may be found in the [Minnesota Board of Pharmacy Data Requests Policy](#).

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