



The Commonwealth of Massachusetts
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Board of Registration in Pharmacy

Policy 2022-02: Extended Absence or Departure of a Manager of Record or Designated Pharmacist-in-Charge

The purpose of this policy is to clarify the requirements for when the Manager of Record or Designated Pharmacist-in-Charge will be away from their position for an extended period of time or will be permanently departing. This applies to all pharmacies that hold a license with the Massachusetts Board of Registration in Pharmacy ("Board").

The Manager of Record ("MOR") is the Massachusetts-licensed pharmacist who is responsible for the operation of a **resident** pharmacy in conformance with all laws and regulations pertinent to the practice of pharmacy.

The Designated Pharmacist-in-Charge ("PIC") is the Massachusetts-licensed pharmacist who is responsible for assuring **non-resident** pharmacy compliance with all Massachusetts laws and regulations pertinent to the practice of pharmacy. (The PIC does not have to be the pharmacy's pharmacist-in-charge.)

An Interim Manager of Record or Interim Designated Pharmacist-in-Charge is a licensed pharmacist that is expected to temporarily fulfill the duties of the MOR or PIC. An Interim MOR / PIC may serve up to 100 calendar days.

- I. If an MOR or PIC is, or is expected to be, absent from the MOR / PIC position for greater than 30 days:
 - A. an Interim MOR / PIC must be named prior to a planned absence, or within 5 calendar days of any unplanned absence;
 - B. immediately notify the Board of the Interim MOR / PIC's name and pharmacist license number using the Interim Manager of Record Amendment Application or Interim Designated Pharmacist-in-Charge Amendment Application in the [Health Professions Licensing Portal](#);

Note: If the non-resident Interim PIC does not yet have a Massachusetts pharmacist license, provide their name, home state license number, and license verification.

C. notify the Board once the MOR / PIC has returned to their position.

D. For a resident pharmacy only:

1. a controlled substance inventory must be performed and signed by both the present MOR as well as the Interim MOR. If the present MOR is unavailable, another licensed pharmacist must act in their place. Do not submit this inventory to the Board but maintain in the pharmacy's records; and
2. the Interim MOR and returning MOR must complete a controlled substance inventory upon the MOR's return.

Note: In the event the MOR or PIC is away from the position for more than 100 calendar days, a new application must be submitted for a change of MOR / PIC in accordance with Board regulations.

- II. If an MOR or PIC is permanently departing from the MOR / PIC position, an Interim MOR / PIC must be named within 5 calendar days and an application to change the MOR / PIC must be promptly submitted to the Board. See Section I above for applicable requirements pertaining to the Interim MOR / PIC.

Please direct any questions to: Pharmacy.Admin@mass.gov