



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

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

An Interim Manager is a Board-licensed pharmacist that is expected to fulfill the duties of the MOR. An Interim Manager may serve up to 100 calendar days.

- I. If an MOR is, or is expected to be, absent from the MOR position for greater than 30 days:
 - a. an Interim Manager must be named prior to a planned absence, or within 5 calendar days of any unplanned absence;
 - b. using the email address below, the Board must be immediately notified of the Interim Manager's name and license number;
 - c. a controlled substance inventory must be performed and signed by both the present MOR as well as the Interim Manager. 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;
 - d. the Interim Manager and MOR must complete a controlled substance inventory upon the MOR's return; and
 - e. notify the Board by email that the MOR has returned to their position.

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

- II. If an MOR is permanently departing from the MOR position, an Interim Manager must be named within 5 calendar days and an application to change the MOR

must be promptly submitted to the Board. See Section I above for applicable requirements pertaining to the Interim Manager.

- III. Only if absolutely necessary, a pharmacist MOR of another Board-licensed pharmacy within Massachusetts may also serve as Interim Manager for one other pharmacy for up to 100 calendar days. If this is the case, identify the pharmacy and license number where the pharmacist is serving as MOR in the email to the Board.

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