

TOP 10 THINGS YOU NEED TO KNOW WHEN OPERATING A PHARMACY

1. A pharmacy must **open and be in operation** with a sufficient number of transactions within 6 months of the date of issuance of the pharmacy's license.
2. The pharmacist-in-charge (PIC) is responsible for taking an **initial inventory** on the opening day of business; however, the PIC may delegate this to another individual. The inventory must include all controlled substances.
3. An **annual inventory** must be taken on May 1 of each year or on the pharmacy's general physical inventory date. The inventory may be taken within 4 days of the specified inventory date and must include all controlled substances. The inventory must be signed by the PIC and notarized within 3 working days of completing the inventory.
4. Inventories must be **filed separately from all other records** in the pharmacy and be available for inspection for 2 years.
5. When a pharmacy **changes location and/or name**, a new pharmacy application must be filed with the Board no later than 30 days before the change. Disasters, accidents, and emergencies which require the pharmacy to change locations shall be immediately reported to the Board.
6. When a pharmacy **changes ownership**, a new pharmacy application must be filed with the Board and the license issued to the previous owner shall be returned to the Board.
7. When a pharmacy **closes**, the pharmacist-in-charge shall forward to the Board, within 10 days, the following items: (a) written notice of the closing which includes the actual date of closing; (b) pharmacy license; (c) statement attesting that the required inventory has been conducted and the manner by which the drugs possessed by the pharmacy were transferred or disposed; and (d) location of all records belonging to the pharmacy (e.g., if prescription records were transferred to another pharmacy, give name and address of pharmacy).
8. When a **change of PIC** of a pharmacy occurs, the required inventory must be taken on the date of the change. The PIC must notify the Board that a change of PIC has occurred and that the inventory was taken. This information must be reported to the Board within 10 days.
9. The **theft or significant loss** of any controlled substance by a pharmacy must be reported in writing to the Board immediately upon discovery. This information may be submitted on a copy of the Drug Enforcement Administration (DEA) report of theft or loss of controlled substances, DEA Form 106, or by submitting a list of all controlled substances stolen or lost. In addition, a pharmacy shall report in writing to the Board immediately upon discovery, the theft or significant loss of any dangerous (non-controlled) drug by submitting a list of the name and quantity of all dangerous drugs stolen or lost.
10. Insurer's providing **professional liability insurance** to pharmacists, pharmacy technicians, or a pharmacy license holder must provide the Board information regarding a notice of claim or complaint filed against an insured in a court. If the pharmacist, pharmacy technician, or pharmacy is self insured, the duty to report this information is the responsibility of the pharmacist, pharmacy technician or pharmacy license holder.

For more specific information on the above requirements, refer to Board Rules located on the Board's website: www.pharmacy.texas.gov