



Dispensary Licensee Newsletter - March 2019

Editor's Note: This month we bring you a reminder about notifying the Board of employee separation, and a list of approved foundational training materials.

- Board of Pharmacy's MMCP Staff

IMPORTANT UPDATES

Time Extension Update

Provisional licensees that have not received a Certificate of Operation **by May 31, 2019, will be required to make a personal appearance with Board representatives for any further time extensions to be granted.**

LICENSING

Employee Separation Notification Form

Pursuant to 3796:6-2-09 (G) of the Administrative Code, upon termination of employment or when a dispensary employee otherwise ceases to be employed with a dispensary, the employee identification card issued by the State of Ohio Board of Pharmacy (Board) shall be immediately returned to the dispensary. The dispensary shall ensure the return of the dispensary employee identification card to the Board within 10 business days of the employee separation.

Instructions:

1. Designated Representative is to complete the '[Employee Separation Notification Form](#)'.
2. Email completed form to new.license@pharmacy.ohio.gov
3. Mail completed form and dispensary employee badge to the Board Office at the following address:

ATTN: Licensing
77 S High St, 17th Floor
Columbus, Ohio, 43215

COMPLIANCE

Major Modifications

Pursuant to Rule 3796:6-3-02(H) of the Ohio Administrative Code, the State of Ohio Board of Pharmacy requires that no major renovation or modification shall be undertaken without prior approval from the Board and submission of the five thousand-dollar (\$5,000) application fee. Please [click here](#) to obtain the Request for Major Modifications / Renovations form, and follow the steps provided to upload and submit when completed.

A guidance document has been created to assist with the preparation of scheduled pre and final inspections. The document [can be found here](#). Do not hesitate calling the agent in your district with any question you may have after review.

As a reminder, when entering the patient's information into your dispensary POS system, it is imperative you enter the exact same information as it appears in the Patient & Caregiver

Registry. Do not use the information on the patients associated government-issued ID, as it may differ from the information the physician entered into the Registry.

DISPENSARY OPERATIONS

Foundational Training Webinar

The Board has published a foundational training webinar to provide foundational training for dispensary employees. The webinar can be viewed [at this link](#).

Approved Foundational Training Materials

The Board has published a list of approved foundational training materials, which [can be found here](#).