

PHARMACIST-IN-CHARGE  
TRAINING PROGRAM

MODULE I

VERSION 4/2024

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DISCLAIMER

- This training is intended to provide interested persons with an overview of Oregon Board of Pharmacy statutes and rules found in the Oregon Revised Statutes (ORS), chapters 475 and 689 and Oregon Administrative Rules (OAR), chapter 855 as they relate to the responsibilities of a Pharmacist-in-Charge (PIC)
- While the intent is to periodically update the material to comply with applicable laws and rules it is incumbent upon you to use the current and effective laws and rules.
- Where in conflict, the applicable law or rule takes precedence over information contained in this training.

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OREGON BOARD OF PHARMACY  
MISSION, VISION, VALUES

- Mission: The Oregon Board of Pharmacy serves to promote and protect public health, safety and welfare by ensuring high standards in the practice of pharmacy and through effective regulation of the manufacture and distribution of drugs.
- Vision: All Oregonians have equitable access to medication and pharmacy services, provided safely and conveniently, through a network of highly skilled and dedicated Pharmacists, Interns and Pharmacy Technicians along with a well-regulated manufacturing and distribution network.
- Values: Equity, Service, Safety, Adaptability, Professionalism, Integrity & Accountability

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**LEARNING OBJECTIVES**

- Interpret Oregon statutes and rules related to the pharmacist-in-charge.
- Describe the foundational responsibilities of a state board of pharmacy.
- Explain how the board conducts inspections, investigations and issues disciplinary actions.
- Develop, implement and enforce policies and procedures to assure regulatory compliance of the pharmacy.
- Comply with reporting requirements
- Supervise Interns, Certified Oregon Pharmacy Technicians and Pharmacy Technicians consistent with applicable requirements of state law.

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**TRAINING PROGRAM OVERVIEW**



**Module I**  
Board  
PIC Qualifications, Limitations and Responsibilities  
Pharmacy Policies & Procedures  
Recordkeeping & Documentation



**Module II**  
Inspections  
Investigations



**Module III**  
Current Topics  
Resources

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**BOARD OVERVIEW**  
MODULE I



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**WHAT IS "THE BOARD"?**  
BOARD MEMBERS

- Composition:
  - Five licensed pharmacists
  - Two licensed technicians
  - Two public representatives
- Each member:
  - Applies via the [Oregon.gov Boards & Commissions](#)
  - Appointed by the Governor subject to State Senate confirmation
  - Serves a four-year term with reappointment possible
- Qualifications- [ORS 689.115](#)
  - Oregon resident
  - Pharmacist / Technician:
    - License in good standing
    - Engaged in practice / assistance in practice
    - Experience (5 years RPH, 3 years Technician)
  - Public Member:
    - At least 18 years old
    - No financial interest in pharmacy
    - No direct activity related to pharmacy practice

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**WHAT IS "THE BOARD"?**  
AGENCY STAFF

<p><b>LICENSING</b></p> <ul style="list-style-type: none"> <li>Application review and processing</li> <li>License renewal and management</li> <li>Continuing pharmacy education audits</li> <li>Background checks</li> <li>Financial management</li> <li>Information provision</li> </ul>	<p><b>COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>Inspections and investigations</li> <li>Complaint investigation and reporting</li> <li>Disciplinary and legal proceedings</li> <li>Outreach and education</li> <li>Continuous learning and improvement</li> </ul>	<p><b>OPERATIONS</b></p> <ul style="list-style-type: none"> <li>Manage budget and finances</li> <li>Oversee agency administration</li> <li>Manage agency staff and operations</li> <li>Regulatory policy management</li> <li>External communications</li> <li>Board and public meeting management</li> </ul>
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**WHAT IS "THE BOARD"?**  
BOARD MEETINGS

- Board Meetings
  - Day One: Executive Session- Compliance Case Review, Legal Advice
  - Day Two: Approximately 1/2 Executive Session and 1/2 Open Session
  - Day Three: Open Session- Policy Discussion, Rule Review, Staff Updates, Motions for Compliance Cases
- Board Meeting – Typical Schedule
  - February, April, June, August, October, December
    - November – Strategic Planning during certain years
  - Board Meeting Agendas and Meeting Summaries with video are posted on our [website](#)

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### WHO DOES "THE BOARD" REGULATE? PEOPLE & PLACES

<b>LICENSURE TYPES (PEOPLE)</b> <ul style="list-style-type: none"> <li>Pharmacist</li> <li>Preceptor</li> <li>Intern</li> <li>Certified Oregon Pharmacy Technician</li> <li>Pharmacy Technician</li> </ul>	<b>REGISTRATION TYPES (PLACES)</b> <ul style="list-style-type: none"> <li>Retail Drug Outlet           <ul style="list-style-type: none"> <li>Pharmacy</li> <li>Charitable Pharmacy</li> <li>Remote Dispensing Site Pharmacy</li> <li>Pharmacy Prescription Locker</li> <li>Pharmacy Prescription Kiosk</li> </ul> </li> <li>Institutional Drug Outlet           <ul style="list-style-type: none"> <li>Pharmacy</li> <li>Drug Room</li> <li>RDF/RDM</li> <li>Nuclear</li> <li>LTC/Residential</li> <li>Home Infusion</li> <li>Home Dialysis</li> <li>Correctional Facility</li> </ul> </li> <li>Community Health Clinic</li> <li>Dispensing Practitioner Drug Outlet</li> <li>Correctional Facilities</li> <li>Non-Prescription Drug Outlets</li> <li>Medical Device / Equipment / Gases</li> <li>Manufacturer</li> <li>Wholesalers</li> <li>Drug Distribution Agents / Third-Party Logistics</li> </ul>
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### REGULATORY BASICS

MODULE I



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### LAWS AND RULES

- Federal law
  - United States Code (U.S.C.) - Congress/President
  - Code of Federal Regulations (CFR) - Agencies
- State law (statutes and rules)
  - Oregon Revised Statutes (ORS) - Legislature/Governor
  - Oregon Administrative Rules (OAR) - Agencies



**Resources**

Laws & Rules

Oregon State Pharmacy Statutes & Rules

Oregon Revised Statutes (ORS)

Oregon Administrative Rules (OAR)

Pharmacy Information

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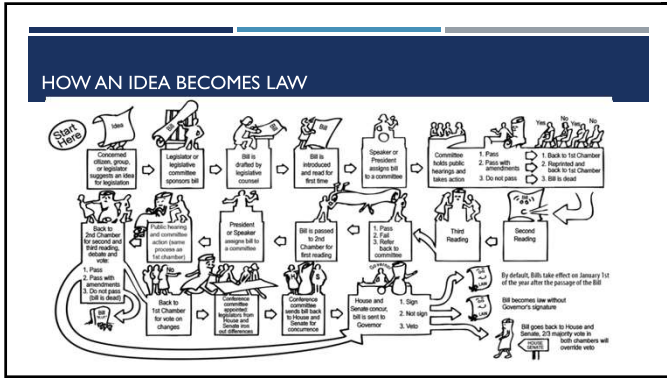
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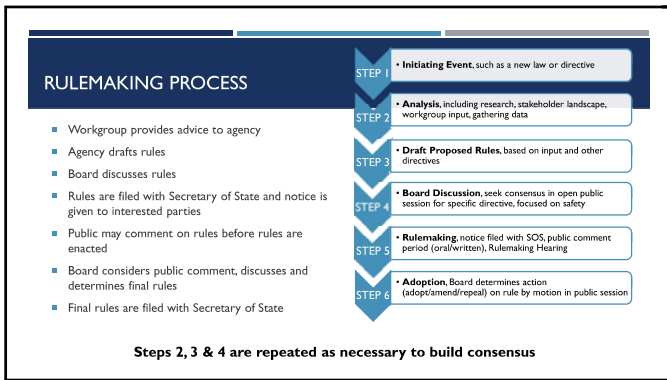
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### BOARD DIRECTION -> RULES

Oregon Board of Pharmacy  
Strategic Plan 2022-2026

#### STRATEGIC PRIORITIES

**LICENSING and REGISTRATION**  
Goal: Clarify licensing and registration categories to promote appropriate professional licensure and drug outlet registration

**REGULATION**  
Goal: Systematically refresh rules and standardize the rule development approach to improve clarity, compliance, and longevity

**TECHNICIANS**  
Goal: Articulate the regulatory structure where the accountabilities of pharmacists and the role of pharmacy technicians are aligned to enhance safety, access, service and efficiency

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DIVISION VISION DRAFT		
100 Definitions	134 DO Pharmacy (RP)	186 DO Nonprescription
102 Board Admin.	139 DO Remote Dispensing Site Pharmacy (RP)	189 DO Prophylactic
104 Universal Rules	141 DO Kiosk (RP)	191 DO Devices
110 Fees	143 DO Locker (RP)	194 DO Practitioner Dispensing (RP)
112 Public Health Emergency	144 DO Charitable Pharmacy (RP)	197 DO CHC's
115 Pharmacist	156 DO Pharmacy (IP)	199 DO Animal Euthanasia
120 Intern/Preceptor	159 DO Drug Room (IP)	200 Facility- Manufacturer
125 COPT/PT	161 DO RDF/RDM (IP)	203 Facility- Wholesaler
130 HPSP	164 DO Nuclear (IP)	206 Facility- DDA
135 CPE	167 DO LTC/Residential (IP)	
	170 DO Home Infusion (IP)	
	173 DO Home Dialysis (IP)	
	176 DO Home Health Care (IP)	
	177 DO Correctional Facility (IP)	
	180 Controlled Substances	
	183 Compounding	

**Italics**= Revision Complete  
**Bold**= In Progress

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### BASIC CONCEPTS: ORS 689.005 DEFINITIONS

- "Pharmacist" means an individual licensed by this state to **engage** in the **practice of pharmacy** or to engage in the practice of clinical pharmacy.
- "Intern" means a person who is enrolled in or has completed a course of study at a school or college of pharmacy approved by the board and who is licensed with the board as an intern.
- "Pharmacy technician" means a person licensed by the State Board of Pharmacy who **assists** the pharmacist in the **practice of pharmacy** pursuant to rules of the board.

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### BASIC CONCEPTS: ORS 689.005 "PRACTICE OF PHARMACY"

"Practice of pharmacy" means:

- (a) The interpretation and evaluation of prescription orders;
- (b) The compounding, dispensing and labeling of drugs and devices, except labeling by a manufacturer, packer or distributor of nonprescription drugs and commercially packaged legend drugs and devices;
- (c) The prescribing and administering of vaccines and immunizations and the providing of patient care services pursuant to ORS 689.645;
- (d) The administering of drugs and devices to the extent permitted under ORS 689.655;
- (e) The participation in drug selection and drug utilization reviews;
- (f) The proper and safe storage of drugs and devices and the maintenance of proper records regarding the safe storage of drugs and devices;
- (g) The responsibility for advising, where necessary or where regulated, of therapeutic values, content, hazards and use of drugs and devices;
- (h) The monitoring of therapeutic response or adverse effect to drug therapy;
- (i) The optimizing of drug therapy through the practice of clinical pharmacy;
- (j) Patient care services, including medication therapy management and comprehensive medication review;
- (k) The offering or performing of those acts, services, operations or transactions necessary in the conduct, operation, management and control of pharmacy;
- (l) The prescribing and administering of injectable hormonal contraceptives and the prescribing and dispensing of self-administered hormonal contraceptives pursuant to ORS 689.689;
- (m) The prescribing and dispensing of emergency refills of insulin and associated insulin-related devices and supplies pursuant to ORS 689.696;
- (n) The prescribing, dispensing and administering of preexposure prophylactic antiretroviral therapies and post-exposure prophylactic antiretroviral therapies, pursuant to ORS 689.704 and rules adopted by the board under ORS 689.645 and 689.704; and
- (o) The delegation of tasks to other health care providers who are appropriately trained and authorized to perform the delegated tasks.

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**BASIC CONCEPTS:**  
**ORS 689.005**  
**"PRACTICE OF CLINICAL PHARMACY"**

"Practice of clinical pharmacy" means:

- (a) The health science discipline in which, in conjunction with the patient's other practitioners, a pharmacist provides patient care to optimize medication therapy and to promote disease prevention and the patient's health and wellness;
- (b) The provision of patient care services, including but not limited to post-diagnostic disease state management services; and
- (c) The practice of pharmacy by a pharmacist pursuant to a clinical pharmacy agreement.

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**BASIC CONCEPTS:**  
**ORS 689.225 &**  
**ORS 689.486**  
**SUPERVISION, DIRECTION & CONTROL**

ORS 689.225(4)

(4) The State Board of Pharmacy shall adopt rules relating to the use of pharmacy technicians working under the supervision, direction and control of a pharmacist. For retail and institutional drug outlets, the board shall adopt rules which include requirements for training, including provisions for appropriate on-the-job training, guidelines for adequate supervision, standards and appropriate ratios for the use of pharmacy technicians. Improper use of pharmacy technicians is subject to the reporting requirements of ORS 669.455.

ORS 689.486(6)

(6) A person licensed to perform the duties of a pharmacy technician may perform the duties of a pharmacy technician only under the supervision, direction and control of a licensed pharmacist.

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**ORAR 855-115-0122**  
**RESPONSIBILITIES: SUPERVISION - PHARMACISTS**

(1) When supervising a Certified Oregon Pharmacy Technician or Pharmacy Technician, each Pharmacist may supervise as many Certified Oregon Pharmacy Technicians or Pharmacy Technicians as they believe in their reasonable professional judgment is appropriate to promote and protect patient health, safety and welfare.

(2) When supervising an Intern, each Pharmacist may supervise:

- (a) No more than four Interns participating in direct patient care activities.
- (b) As many Interns as they believe in their reasonable professional judgment is appropriate to promote and protect patient health, safety and welfare for Interns participating in non-direct patient care activities such as informational health fairs that provide general information, but not patient-specific information.

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**SUPERVISION, DIRECTION AND CONTROL**

OAR 855-125-0001  
 (2) Only persons licensed with the board as a Certified Oregon Pharmacy Technician or Pharmacy Technician may assist a Pharmacist in the practice of pharmacy and must act in compliance with statutes and rules under the supervision, direction, and control of a Pharmacist.

OAR 855-125-0105  
 (3) A Certified Oregon Pharmacy Technician and Pharmacy Technician must:  
 (b) Only assist in the practice of pharmacy under the supervision, direction, and control of a Pharmacist;  
 (c) Know the identity of the Pharmacist who is providing supervision, direction and control at all times;  
 (d) Only work within the scope of duties permitted by their license;  
 (e) Only work within the scope of duties permitted by the Pharmacist providing supervision, direction and control.

OAR 855-125-0135  
 Certified Oregon Pharmacy Technicians or Pharmacy Technicians:  
 (1) Must only assist in the practice of pharmacy as authorized by the rules of the board and as permitted by the Pharmacist providing supervision, direction and control.

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**JUDGMENT AND VERIFICATION**

OAR 855-125-0135 Responsibilities: Permitted Practices  
 Certified Oregon Pharmacy Technicians or Pharmacy Technicians:  
 (2) Must ensure that work is verified by a Pharmacist if judgment is utilized when assisting in the practice of pharmacy.

OAR 855-125-0150 Prohibited Practices  
 Each Certified Oregon Pharmacy Technician and Pharmacy Technician must not:  
 (3) Perform any task while assisting in the practice of pharmacy that requires judgment unless it is verified by a Pharmacist.

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**PHARMACIST-IN-CHARGE  
 QUALIFICATIONS, LIMITATIONS & RESPONSIBILITIES**  
 MODULE I



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**WHAT IS A PHARMACIST IN CHARGE (PIC)?**

- Pharmacist-in-Charge
  - Statutory directive – [ORS 689.315](#)
  - Outlet requirement – [OAR 855-041-1010](#)
  - Qualifications & limitations- [OAR 855-115-0205](#)
  - Responsibilities- [OAR 855-115-0210](#) & [OAR 855-041](#)
    - Customized PIC requirements for each outlet type (e.g., telepharmacies)
- Primary liaison to the Board
- There is no such thing as an "interim" PIC
- When the PIC of record is not present, the pharmacist on duty is recognized as the PIC at that time.

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**PIC QUALIFICATIONS & LIMITATIONS**  
[OAR 855-115-0205](#)

- Must be a pharmacist (licensed in Oregon)
  - Complete at least one year of pharmacy practice or
  - Complete board approved PIC training course either before PIC appointment or within 90 days after the appointment and
  - Be employed by the outlet
- Maximum 3 pharmacies (does not include kiosks and lockers)
- Effective 7/1/2025, complete a board provided PIC training course at least every 5 years

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**NON-RESIDENT (OUT-OF-STATE PHARMACY) PIC**  
[OAR 855-041-1060](#)

- Every non-resident pharmacy must designate an Oregon licensed Pharmacist-in-Charge (PIC)
- When a change of Pharmacist-in-Charge (PIC) occurs, the non-resident pharmacy will notify the Board within 10 business days and identify a contact person.
  - The pharmacy must have an Oregon licensed PIC employed within 90 days
- PIC is responsible for all pharmacy services provided to residents in Oregon, and to provide supervision and control in the pharmacy.
- PIC must:
  - Hold a license to practice pharmacy in the resident state -> \*state where pharmacy is physically located;
  - Be normally present in the pharmacy for a minimum of 20 hours per week;
  - Complete the annual [non-resident PIC self-inspection](#) report prior to July 1st each year; and
  - Provide the PIC self-inspection report as requested by the Board.
- PIC requirements by outlet type include:
  - [OAR 855-139-0030](#) Non-Resident RDSP Affiliated Pharmacies
  - [OAR 855-141-0030](#) Non-Resident PPK Affiliated Pharmacies
  - [OAR 855-143-0030](#) Non-Resident PPL Affiliated Pharmacies

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## REPORTING A PIC CHANGE

### OAR 855-041-1010

**Licensees**

- Apply for New License
- Renew a License
- Certified Copies & Document Requests
- Upload License Info & Attach Documents
- Fee Schedule

**Licensee Registration Update**

Select the license or registration you wish to update:

Professional	Board of Pharmacy	License System	License Status	Lapsed
		RD 76/2018	Expiration Date	8/1/2022

**Update Information**

**My Licensee**

**My Licensee Contact Info**

**My Licensee Address**

**My Licensee Contact Info**

**My Licensee Address**

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## RESPONSIBILITIES RULES - PHARMACISTS

Rule Name	Rule Number
Responsibilities: General	OAR 855-115-0105
Responsibilities: Confidentiality	OAR 855-115-0110
Responsibilities: Duty to Report	OAR 855-115-0115
Responsibilities: Personnel	OAR 855-115-0120
Responsibilities: Supervision	OAR 855-115-0122
Responsibilities: Drugs, Records, and Security*	OAR 855-115-0125
Responsibilities: Practicing Pharmacy for a Drug Outlet†	OAR 855-115-0130
Responsibilities: Pharmacist-in-Charge	OAR 855-115-0210

\*OAR 855-041-1020 Outlet: Security of the Prescription Area  
†OAR 855-041-1010 Outlet: Personnel  
‡OAR 855-041-1170 Outlet: Grounds for Discipline

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## PIC RESPONSIBILITIES

### OAR 855-115-0210

- Actively engaged in pharmacy activities
- Physically present on a regular basis
  - For a sufficient amount of time as needed to ensure Drug Outlet pharmacy compliance
- Ongoing conduct, operation, management and control of pharmacy
- Written policies and procedures
- Complete and accurate records
- Continuous quality improvement program

**PIC responsibilities are in addition to the responsibilities of a Pharmacist**

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**PIC RESPONSIBILITIES**  
**ORAR 855-115-0210**

- Plan of correction for observations noted on an inspection within the time allowed by the board;
- Self-inspection of the pharmacy using the Self-Inspection Form
  - July 1 each year and
  - Within 15 days of becoming PIC
- Controlled substance inventory **with** discrepancy reconciliation
  - All controlled drugs either prior to the opening or after the close of business on the inventory date
    - Within 15 days of a change in PIC **and**
    - At least every 367 days **and**
  - For all Schedule II controlled drugs:
    - At least every 93 days in a Retail Drug Outlet Pharmacy
    - At least every 31 days in an Institutional Drug Outlet Pharmacy

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**CREATING, MAINTAINING, AND ENFORCING WRITTEN POLICIES AND PROCEDURES**

- A Pharmacist-in-Charge of a Drug Outlet pharmacy must establish, maintain, and enforce written policies and procedures governing the practice of pharmacy that are compliant with federal and state laws and rules.
- Keep up with new and proposed rules
  - [Rulemaking Information on OBOP website](#)
  - Subscribe to [Rulemaking Notices & Adoption of Rules list.sery](#)
  - Subscribe to the quarterly [Newsletter](#)
- Establish/enforce policies and procedures to run a compliant pharmacy and PROVIDE SAFE, QUALITY PATIENT CARE

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**OUTLET POLICIES & PROCEDURES**  
**ORAR 855-041-1040**

<ul style="list-style-type: none"> <li>Security</li> <li>Operation, testing and maintenance of pharmacy systems and equipment</li> <li>Sanitation</li> <li>Storage of drugs</li> <li>Dispensing</li> <li>Pharmacist supervision, direction and control of non-Pharmacists</li> <li>Documenting the date, time and identification of the licensee and the specific activity or function of the person performing each step in the dispensing process</li> <li>Utilization of Certified Oregon Pharmacy Technicians or Pharmacy Technicians</li> <li>Certified Oregon Pharmacy Technician or Pharmacy Technician final verification and/or vaccination, if utilized</li> </ul>	<ul style="list-style-type: none"> <li>Drug and/or device procurement</li> <li>Receiving of drugs and/or devices</li> <li>Disposal of drugs and/or devices including hazardous and pharmaceutical waste</li> <li>Delivery of drugs and/or devices</li> <li>Utilization of Oregon licensed Pharmacist (i.e. DUR, Counseling)</li> <li>Recordkeeping</li> <li>Patient confidentiality</li> <li>Continuous quality improvement</li> <li>Plan for discontinuing and recovering services in the event of a pharmacy closure</li> <li>Training: initial and ongoing</li> <li>Interpretation, translation and prescription reader services</li> </ul>
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**PROPER STORAGE OF DRUGS: GENERAL**  
OAR 855-041-1036

- (1) A pharmacy must maintain proper storage of all drugs. This includes, but is not limited to the following:
  - (a) All drugs must be stored according to manufacturer's published or USP guidelines.
  - (b) All drugs must be stored in appropriate conditions of temperature, light, humidity, sanitation, ventilation, and space.
  - (c) Appropriate storage conditions must be provided for, including during transfers between facilities and to patients.
  - (d) A pharmacy must quarantine drugs which are outdated, adulterated, misbranded or suspect. Cold Storage and Monitoring.

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**PROPER STORAGE: MANUFACTURER GUIDELINES**  
OAR 855-041-1036

- (2) A pharmacy must store all drugs at the proper temperature according to manufacturer's published guidelines (pursuant to FDA package insert or USP guidelines).
  - (a) All drug refrigeration systems must:
    - (A) Maintain refrigerated products between 2 to 8 °C (35 to 46 °F); frozen products between -25 to -10 °C (-13 to 14 °F); or as specified by the manufacturer.
    - (B) Utilize a centrally placed, accurate, and calibrated thermometer;
    - (C) Be dedicated to pharmaceuticals only; and
    - (D) Be measured continuously and documented either manually twice daily to include minimum, maximum and current temperatures; or with an automated system capable of creating a producible history of temperature readings.

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**PROPER STORAGE: MANUFACTURER GUIDELINES**  
OAR 855-041-1036

- (b) A pharmacy must adhere to a monitoring plan, which includes, but is not limited to:
  - (A) Documentation of training of all personnel;
  - (B) Maintenance of manufacturer recommended calibration of thermometers;
  - (C) Maintenance of records of temperature logs for a minimum of three years;
  - (D) Documentation of excursion detail, including, but not limited to, event date and name of persons(s) involved in excursion responses;
  - (E) Documentation of action(s) taken, including decision to quarantine product for destruction, or determination that it is safe for continued use. This documentation must include details of the information source;
  - (F) A written emergency action plan; and
  - (G) Routine preventative maintenance and evaluation of refrigeration equipment and monitoring equipment.

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**PROPER STORAGE: VACCINES**  
 OAR 855-041-1036

(3) Vaccine Drug Storage:  
 (a) A pharmacy that stores vaccines must comply with section two of this rule and the following:  
 (A) Vaccines must be stored in the temperature stable sections of the refrigerator;  
 (B) A centrally placed and accurate buffered probe thermometer, such as glycol or glass beads, calibrated within a plus or minus 0.5 °C variance must be utilized;  
 (C) Each freezer and refrigerator compartment must have its own exterior door and independent thermostat control;  
 (D) A system of continuous temperature monitoring with automated data logging and physical confirmation must be utilized. Documentation of the temperature of each active storage unit must be logged at least twice daily, data must be downloaded weekly, and system validations must be conducted quarterly; and  
 (E) Must adhere to a written quality assurance process to avoid temperature excursions.  
 (4) A retail drug outlet may store drugs in another location that is registered as a Drug Room and meets all Pharmacy drug storage and security requirements.

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**DRUG STORAGE / TEMPERATURE MONITORING**

- Be organized! Know where all supporting documentation is kept
- Be knowledgeable! Learn about your drug storage equipment and what to do when things go wrong
- Empower all staff members to participate in drug storage oversight expectations:
  - Understand how to monitor the system and read the data reports
  - Recognize how to handle system alerts and proactive QA procedures
  - Do you know the steps to take when your refrigerated drug products have gone out of range?
  - Do you know what documentation is necessary for each excursion?
  - What is the procedure for notifying PIC or other management?
  - Would you dispense this med to a family member?

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**RECORDKEEPING & DOCUMENTATION**  
 MODULE I



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**RECORD AND DOCUMENT RETENTION**  
 OAR 855-104-0055

(1) Each licensee and registrant must create documents and retain records required by ORS 475, ORS 689, and OAR 855. Documents and records:

- (a) May be in written or electronic format;
- (b) Must be stored securely;
- (c) Must be made available to the board upon request; and
- (d) Must be retained for 3 years except that:
  - (A) Clinical pharmacy records must be retained for 7 years; and
  - (B) Training records for immunization administration and protocol and formulary compendia prescribing, must be retained for 6 years or uploaded into the licensee's electronic licensing record with the board;

(2) Records generated by a registrant:

- (a) Must be stored on-site by the registrant for at least 12 months and must be provided to the board immediately upon request at the time of inspection;
- (b) May be stored in a secured off-site location after 12 months of storage at the registrant and must be provided to the board upon request within 3 business days;

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**RECORD AND DOCUMENT RETENTION**  
 OAR 855-104-0055

(3) Records generated in the practice of pharmacy that do not belong to a registrant must be stored by a Pharmacist in a secure manner and provided to the board upon request within 3 business days; and

(4) Records must be retained for longer periods of time than required under this rule if:

- (a) Federal law provides for a longer retention schedule; or
- (b) Licensee or registrant has received notice of a Board investigation to which the records would be relevant;
- (c) Licensee or registrant has received a Board request to retain the records for a longer period of time.

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**END OF MODULE I**

- To earn a PIC training course completion certificate and continuing pharmacy education, you must complete all 3 modules.
- Questions? Contact us directly
  - Phone: 971-673-0001 / Fax: 971-673-0002
  - General Inquiries - [pharmacy.board@bop.oregon.gov](mailto:pharmacy.board@bop.oregon.gov)
  - Compliance Inquiries - [pharmacy.compliance@bop.oregon.gov](mailto:pharmacy.compliance@bop.oregon.gov)
  - Licensing Inquiries - [pharmacy.licensing@bop.oregon.gov](mailto:pharmacy.licensing@bop.oregon.gov)
  - [Controlled Substance Resources](#)
  - [PIC Info & Resources](#)




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