

New Jersey Office of the Attorney General

Division of Consumer Affairs

Board of Pharmacy

124 Halsey Street, 6th Floor, P.O. Box 45013

Newark, New Jersey 07101



Instructions to submit a Notice of Change of Pharmacist-in-Charge

Whenever a registered pharmacist assumes or terminates the duties as a registered pharmacist-in-charge of a pharmacy, both the outgoing and incoming pharmacist-in-charge, and the permit holder shall so advise the Board in writing within 30 days by completing this form and **uploading it to the appropriate MyLicense account**. If there is a vacancy of the pharmacist-in-charge for longer than 30 days, the interim pharmacist-in-charge and the permit holder must notify the Board immediately of who shall act as the interim registered pharmacist-in-charge.

Pharmacies providing Board Notification -

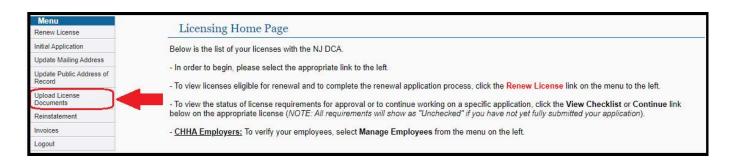
- Once you have completed the Notice of Change of Pharmacist-in-Charge, please upload it to the pharmacy's New Jersey *MyLicense* account to be reviewed. (This is same account utilized to complete the pharmacy's annual renewals).
- To log in, please click the following link: MyLicense
- Once logged-in, you will be brought to your *MyLicense* homepage. To submit the Notice of Change of Pharmacist-in-Charge form to be reviewed, click "**Upload License Documents**" on the left-hand side menu, and follow the instructions to upload the form.
- For facilities with both a **pharmacy** license and a **CDS** license, please make sure to upload the form under your **pharmacy** license.
- When uploading, select "Licensee Requested Changes" as the document type.
- An invoice (Fee: \$25.00) for a replacement permit will be emailed to the pharmacy's point-of-contact for payment on-line.

Outgoing pharmacist-in-charge providing Board Notification -

• Log in to your <u>individual</u> pharmacist <u>MyLicense</u> account, click "Upload License Documents" on the left-hand side menu, and follow the instructions to upload the form.

Incoming pharmacist-in-charge providing Board Notification -

• Log in to your <u>individual</u> pharmacist <u>MyLicense</u> account, click "Upload License Documents" on the left-hand side menu, and follow the instructions to upload the form.





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If there is a vacancy of the pharmacist-in-charge for longer than 30 days, the interim pharmacist-in-charge and the permit holder must notify the Board immediately of who shall act as the interim registered pharmacist-in-charge.

Note for Pharmacies

An invoice (Fee: \$25.00) for a replacement permit will be emailed to the pharmacy's point-of-contact for payment on-line.

Pharmacy Information ——			
Pharmacy Permit Number		Pharmacy's telephone number	
Name of pharmacy			(include area code)
Address of pharmacy			ZIP code
		Permit holder's telephone number	(include area code)
Email address for Point-of-Contact su	bmitting this notification	on	
Pharmacist-in-Charge Inform	nation —		
Information below must be completed	l by the <i>outgoing</i> pharm	nacist-in-charge.	
Full name	Print name	License number	
Last date as PIC	Date o	outgoing CDS inventory completed	
Signature		Date	
Permit holder's signature		Date	
Note: If the <i>outgoing</i> pharmacist-in-o	charge is not available,	follow the instructions in N.J.A.C. 13:39-6.2(d)	(1).
Information below must be completed	l by the <u>incoming</u> pharm	macist-in-charge.	
Full name	Print name	License number	
Start date	Date in	ncoming CDS inventory completed	
Signature		Date	



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Incoming Pharmacist-In-Charge Acknowledgement

I agree to assume the duties and responsibilities of the pharmacist-in-charge at the above pharmacy and am aware of my personal liability for violations of any New Jersey Pharmacy laws. I am aware of the need to inventory Controlled Dangerous Substances as required by law, including at the time I assume the position of pharmacist-in-charge and when I resign this position.

In addition to the requirements all pharmacists must meet, a pharmacist-in-charge has a specific set of additional responsibilities. The pharmacist-in-charge is responsible for all activities that occur in his or her pharmacy practice site. Any violation or oversight is ultimately the pharmacist-in-charge's responsibility.

I have read and understand the duties and responsibilities of a pharmacist-in-charge as set forth in the New Jersey

Pharma 13:39).	· ·	d the New Jersey Board of Pharmacy regulations (N.J.A	<u> </u>
	Pharmacist-in-Charge signature	Date	
	Permit holder's signature	Date	