



Idaho State Board of Pharmacy

PO Box 83720 Boise, Idaho 83720-0067 | Phone: 208-334-2356 | Fax: 208-334-3536
1199 Shoreline Lane Ste 303 Boise, Idaho 83702-9103 | <http://bop.idaho.gov> | info@bop.idaho.gov

Pharmacist in Charge (PIC) – Director of Pharmacy Change Form

The Board of Pharmacy holds the director of pharmacy and/or the pharmacist in charge of each pharmacy responsible for all pharmacy related matters. The following is a non-inclusive list of Board Rules that relate to the responsibilities of pharmacists moving into either of these roles. Ensure that your pharmacy(s) has the current edition of the Idaho Pharmacy Laws & Rules prior to reviewing the following.

Chapter 3 - 400.03. Inventory Records. Inventory on PIC Change. A complete controlled substance inventory must be conducted by the incoming PIC or his delegate on or by the first day of employment of the incoming PIC. (7-1-18)

Chapter 3 - 200.02 - PIC and Drug Outlet Responsibility. The PIC is responsible for the management of every part of the drug outlet and its regulated operations. The PIC and the drug outlet each have corresponding and individual responsibility for compliance with applicable state and federal law and these rules. (7-1-18)

Pharmacist Statement:

Date of Change: _____ Director of Pharmacy Pharmacist in Charge

License #: _____ Name: _____

Pharmacy of Employment:

License #: _____ Name: _____

City: _____ Zip + 4: _____

Phone #: _____ Fax #: _____

Work Email Address: _____

If PIC at more than one pharmacy location, indicate other pharmacy:

License #: _____ Name: _____

I certify that I have read and understand the above-mentioned Rules related to the role of the Director of Pharmacy and/or PIC.

Signature: _____ Date: _____



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Pharmacist

| Idaho License #: | Name: |
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Pharmacy Technicians/Student Pharmacist

| Idaho Registration #: | Name: |
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