

**MILLE LACS BAND OF OJIBWE  
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

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**Department:** Health Services - Pharmacy

**Policy Number:** HHS-HS-PHM 1805

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**Policy Title:** Pharmacy Hours and Staffing

**Attachments:**

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**Revision History:** 1984, 7/01, 7/07, 7/12

**Revised by/Date:** Jesse Godding, PharmD 9/2020

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**Approved by:**

**Date:**

Jesse Godding, PharmD, Pharmacy Manager

11-10-2024

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**Approved by:**

**Date:**

Nicole Anderson, Commissioner of HHS

11-24-2020

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**POLICY STATEMENT:** The Ne-Ia-Shing pharmacy keeps hours that are consistent with the needs of the clinic and with consideration for the needs of the community.

The pharmacy meets staffing requirements as outlined in this policy.

**PURPOSE:** The purpose of this policy is to establish pharmacy services hours and staffing.

**PROCEDURE:**

**Pharmacy Service Hours**

Hours: Mon., Tues., Wed., Thurs., Fri.

8:00 AM to 5:00 PM

Notice of upcoming days the clinic will be closed shall be given on the pharmacy board as soon as the information is made available to the Director of Pharmacy.

**Pharmacy Staffing**

The Pharmacy Service is directed by the Director of Pharmacy. Necessary qualifications for each pharmacist are graduation from an accredited college of pharmacy and licensure in Minnesota. A copy of the pharmacist's current license will be maintained in the Pharmacy.

A licensed pharmacist must be on site at the clinic while the pharmacy is open for operation. Should a pharmacist be unavailable to work the pharmacy will not be able to open. Should the pharmacist(s) on site leave the clinic premises, all other pharmacy staff must leave the pharmacy and the pharmacy must be closed and secured.

Only a pharmacist or pharmacy technician/clerk operating under a pharmacist's supervision may dispense medications. Pharmacy Technicians or Clerks, when employed, are under the direct supervision of a

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pharmacist. The Director of Pharmacy is responsible for keeping current pharmacist job descriptions. They are attached at the end of this manual.

**Pharmacy Organizational Chart**

Commissioner of Health & Human Services

Executive Director

Pharmacy Director

Staff Pharmacist(s)

Pharmacy Technicians

Pharmacy Clerks/Pharmacy Courier

<b>Internal and/or External References</b>	
<b>Compliance - Posting Date</b>	11/24/2020 <del>11/24/2020</del>
<b>Replaces – Policy Number</b>	
<b>Next Review - Due Date</b>	11/24/2023