



HEALTH AND HUMAN SERVICES POLICY

Department: Health Services-Pharmacy

Policy Number: 1805

Policy Title: Pharmacy Hours and Staffing

Revision History: 1984, 7/01, 7/07, 7/12, 11/20

Revised by/Date: Jesse Godding, PharmD 9/2025

Commissioner Initials:

Director Initials:

Approved by: *Jan Manary*

Date: 10.06.2025

Jan Manary, Executive Director of Health Services

POLICY: 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.

Pharmacy service hours are as follows:

Monday through Friday

8am to 5pm

The pharmacy is closed all Federal and Mille Lacs Band holidays as listed on the approved holiday schedule for the current fiscal year.

Staff shall consist of pharmacists, pharmacy technicians, pharmacy clerks and pharmacy couriers. Pharmacy staffing levels will be sufficient to meet the operational needs of the pharmacy as determined by the Pharmacy Managing Director.

Pharmacists must hold a valid and current pharmacist license from any state Board of Pharmacy.

Pharmacy Technicians must hold a valid and current pharmacy technician license from the state of Minnesota as well as national certification as a pharmacy technician or be working towards national certification.

A copy of each pharmacist's and pharmacy technician's license will be maintained in the pharmacy.

A 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 be unable 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.

Department Procedures Attached?	
Compliance - Posting Date	
Next Review - Due Date	