DATE: December 3, 2010, Revised June 25, 2021

WHAT: Board Policy Statement Number 10-12-01

WHY: GUIDELINES FOR APPROVAL OF PHARMACISTS OR OTHER PHARMACY
EMPLOYEES WORKING AT HOME

INTRODUCTION

The Board requires pharmacies that allow pharmacists and other employees to perform
routine pharmacy functions from home to have policies and procedures in place that ensure
compliance with good practice standards. This is necessary to ensure that patient safety and
security of the patient’s health information is maintained at the same level as if those functions
were performed within the pharmacy.

GUIDELINES

A copy of the policies and procedures for working at home must be readily available at
the pharmacy for review by the Board of Pharmacy Inspector. Home based workers shall also
have a copy at their home working site.

The Policies and Procedures shall include the following:

1. Home based workers must be assigned a secure log in to the system via a Virtual
   Personal Network (VPN) or terminal server with two-factor identification.

2. Home based workers must take precautions to protect information from theft.

3. Home based workers must collect, use, and disclose information only for the purpose
   associated with their job role and function.

4. Home based workers must have access to clinical resources as designated by the board.

5. Home based workers must have a means of disposal of protected health information
   (PHI) that will not risk the security of that information.

6. All pharmacy technicians and interns working remotely must have direct communication
   access to a pharmacist.

7. The pharmacist can supervise the technicians and interns electronically.

8. All pharmacy technicians and interns working at home will count toward the pharmacist
   supervision ratios as outlined in ARSD 20:51:29:19 and ARSD 20:51:02:11.01

Passed by the South Dakota Board of Pharmacy on 12/03/2010
Revised and Passed by the South Dakota Board of Pharmacy June 25, 2021