



**South Dakota  
Board of Pharmacy**

4001 W. Valhalla Blvd., Ste. 106  
Sioux Falls, SD 57106  
Phone: 605-362-2737 Fax: 605-362-2738  
PharmacyBoard@state.sd.us

**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