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 insure 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 work site.

The Policies and Procedures shall include the following:

1. Home based workers must be assigned a Virtual Personal Network (VPN) and secure ID to log in to remote systems.
2. Home based workers must maintain a business telephone line.
3. Home based workers must maintain a separate designated area at home for work. This includes a locking desk or file cabinet.
4. Home based workers must take precautions to protect information from theft.
5. Home based workers must collect, use, and disclose information only for the purpose associated with their job role and function.
6. Home based workers must have access to clinical resources as designated by the board.
7. Home based workers must have a means of disposal of protected health information (PHI) that will not risk the security of that information.

Approved 12/03/2010