



The Commonwealth of Massachusetts
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Board of Registration in Pharmacy

Policy 2022-02: Extended Absence of a Manager of Record

The purpose of this policy is to clarify the requirements for when the licensed pharmacist Manager of Record (“MOR”) will be away from their position in a Board-licensed pharmacy located within Massachusetts for an extended period of time.

- I. If an MOR is expected to be absent from the MOR position for greater than 30 days:
 - a. a Board-licensed pharmacist Interim Manager must be named prior to a planned absence or within 5 calendar days of any unplanned absence (an Interim Manager is expected to fulfill the duties of the MOR in their absence);
 - b. using the email address below, the Board must be immediately notified of the Interim Manager’s name and license number; and
 - c. a controlled substance inventory must be performed and signed by both the present MOR as well as the Interim Manager. If the present MOR is unavailable, another licensed pharmacist must act in their place. Do not submit this inventory to the Board but maintain in the pharmacy’s records.

- II. Only if absolutely necessary, a pharmacist MOR of another Board-licensed pharmacy within Massachusetts may also serve as Interim Manager for one other pharmacy for up to 100 days. If this is the case, identify the pharmacy and license number where the pharmacist is serving as MOR in the email to the Board.

- III. In the event the MOR is away from the position for 100 days or more, a new [application](#) must be submitted for a change of MOR in accordance with 247 CMR 6.00.

Supersedes Policy 98-010

Please direct any questions to: Pharmacy.Admin@mass.gov