

Chapter Phar 3

PHARMACY PERSONNEL

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Phar 3.01 Display of certificates. Registered pharmacists and assistant pharmacists shall not permit their certificates to be displayed in any place of business except where they are actually employed in their professional capacity.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

Phar 3.02 Report change of position or address. (1) Any registered pharmacist or registered assistant pharmacist changing his position or business address must notify the pharmacy board of such changes within 30 days.

(2) The owner of a pharmacy shall report any change of professional personnel—pharmacist, assistant pharmacist, apprentice (intern) within 30 days.

(3) The change of a designated registered "pharmacist in charge" must be reported within 5 days of such change to the board of pharmacy office by the owner of the store. However, immediate coverage by another pharmacist is required or the pharmacy must be closed.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

Phar 3.03 Prescribing in code. A pharmacist may not enter into any arrangement with a physician which results in the latter prescribing in code in such a way as to be intelligible only to a pharmacist in a designated pharmacy. The filling of such a prescription shall be grounds for disciplinary action.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

Phar 3.04 Reciprocity. Applications for license by reciprocity shall not be accepted unless the applicant has been a pharmacist in another state for at least one year subsequent to examination, and provided all other conditions of section 151.02 (6), Wis. Stats., have been met. The one-year requirement herein specified will be waived in the case of applicants from other states having reciprocal relations with Wisconsin where such states do not make such requirements in the case of Wisconsin applicants for license by reciprocity.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

Phar 3.05 "Pharmacist" synonymous with "druggist". The board construes the word "pharmacist" as used in the Wisconsin statutes to include and to be synonymous with the word "druggist."

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.

Phar 3.06 Rules and regulations for apprentices (interns) in pharmacy. Any person who has successfully completed the sophomore year in a college of pharmacy may apply for registration as an apprentice (intern) in a pharmacy for practical experience training. Application forms are to be secured from the board secretary. The following conditions should be understood by the employer, preceptor and the apprentice (intern):

(1) **PRACTICAL EXPERIENCE.** Candidates for the state pharmacist examination shall file satisfactory proof with the board of having had at least a calendar year of legal practice and experience in a retail pharmacy, drug store, or hospital under the direction and supervision of a registered pharmacist. Four academic years of 9 months each are required. The remainder of the 48 months (or 12 months) must be practice and experience in a retail pharmacy or drug store under the direction and supervision of a registered pharmacist, which practice and experience shall be predominantly work directly related to the selling of drugs, preparing and compounding of pharmaceutical preparations and physicians' prescriptions, and keeping of records and making of reports required under state and federal statutes. The said practice and experience shall include an aggregate of 12 calendar months commencing not earlier than the close of the sophomore college year. Credit for such periods of practice and experience shall be allowed in the discretion of the board in accordance with such regulations as it may from time to time adopt. There shall be a fee of \$1 for registration of apprentices.

(2) **MINIMUM HOURS.** A minimum of 2,000 hours is required. These may not be accumulated in less than a calendar year. A minimum of 35 hours per week constitutes full-time training. 40 hours are the maximum number of credit hours allowed in any week.

Note: Employment and training hours are not to be interpreted as being the same. An apprentice (intern) may work in excess of his training hours.

(3) **EMPLOYMENT BASIS.** Apprenticeship (internship) must be on a full-time employment basis not concurrent with school registration.

(4) **REGISTRATION FORM.** Apprentices (interns) cannot receive credit for practice until the apprentice form for registration has been approved by the state board of pharmacy.

(5) **POCKET CARD.** When the application for registration is approved, a pocket card bearing a serial number will be issued and mailed to the applicant. This card is to be carried on the apprentice's (intern's) person and shown on request of a representative of the state board of pharmacy.

(6) **RECORD BOOKS.** (a) This should be in the form of a professional diary covering all duties listed under "Duties of an Apprentice (Intern)." The mere pasting in of copies of prescriptions, labels, etc. is not sufficient.

(b) The training record books will be supplied by the state board of pharmacy for a nominal fee to at least cover the cost of the book and the postage which amount is payable at the time of registration.

(c) The training record book must be signed on the last page by the preceptor and the signature will be considered verification of the type of training described therein.

(d) The record book of professional experience must be available for inspection by the board at the drug store or pharmacy during the working hours of the intern.

(e) A pharmacist may not sign more than one intern's training book or affidavit for any one period.

(f) Record books must be submitted to the state board of pharmacy office as indicated in subdivisions 1, 2, 3, of subsection (1).

(g) A record book need be submitted for only the first 9 months of the 12 months of training.

(h) Correspondence relative to the record books should be between the intern and the office of the state board.

(i) A training record book must be presented within 5 days as designated: 1. At the end of each of the 3 quarterly periods of training.

2. Each time there is a change of preceptor, employer, or both.

3. At the time any training period of any length is terminated for any reason.

(7) DUTIES OF APPRENTICES (INTERNS). The apprentice (intern) record book must be kept on a daily basis and must include each of the following in a diary form when encountered. (a) Record the number and type of prescriptions compounded or dispensed under the direct supervision of the pharmacist.

(b) Give a complete writeup on one prescription each day including the following details: 1. Give the pharmaceutical operations performed.

2. Give statement of details, such as type of preparation, therapeutic indications, composition, technique involved, labeling, chemical reactions and incompatibilities encountered.

3. Give citation of applicable sections of state and federal laws pertaining to the prescription dispensed. Example: Narcotics, exempt narcotics, dangerous drugs, poisons.

(c) Abstract a minimum of 2 reading assignments during each week of training, citing the source of the articles read.

(d) Record of experience in selling professional items. (Prescription and sick room accessories, and associated items.)

(e) Outline of the general operation and arrangement, and stock control of the drug store.

(8) CHANGE OF EMPLOYMENT. Change of employment before the required year of training has been completed requires reregistration by the apprentice (intern) and registration by the new preceptor. Registration may not begin under the new preceptor until record books have been filed relative to all previous training.

(9) RULES FOR PRECEPTORS. (a) No affidavit will be mailed to the preceptor until the record book is satisfactory to the extent that some credit may be allowed by the board committee on the evaluation of such record book.

(b) Affidavit forms are mailed directly to the preceptor only. No affidavit will be credited unless certified to by the preceptor on a form provided by the office of the Wisconsin State Board of Pharmacy.

(c) Each pharmacist preceptor may train only one apprentice (intern) at a time and such pharmacist must be employed in the drug store or pharmacy on a full-time basis.

Note: All professional work must be personally supervised by a registered pharmacist at all times.

APPRENTICES (INTERNS) AND THEIR PRECEPTORS MAY FEEL FREE TO CONTACT THE STATE BOARD OF PHARMACY OFFICE AT ANY TIME.

History: Cr. Register, December, 1956, No. 12, eff. 1-1-57.