

STATE OF NEW HAMPSHIRE  
OFFICE OF PROFESSIONAL LICENSURE AND CERTIFICATION  
DIVISION OF HEALTH PROFESSIONS

**BOARD OF PHARMACY**

121 South Fruit Street, Suite 401  
Concord, NH 03301-2412  
Phone 603-271-2350 • Fax 603-271-2856  
www.oplc.nh.gov/pharmacy

*Board of Pharmacy*

*Michael D. Bullek, R.Ph.  
Administrator / Chief of Compliance*

*Jason R. Richard  
Licensing Supervisor*

**OPLC**

*David Grosso  
Executive Director*

*Joseph Shoemaker  
Director, Health Professions*



August 12<sup>th</sup>, 2019

**BOARD NOTICE**

This Board notice is to provide a reminder to New Hampshire pharmacists concerning Continuous Quality Improvement that were approved by statute effective September 8<sup>th</sup>, 2017 (RSA 318:45-a), and legislative rules April 19<sup>th</sup>, 2019 (Ph 1700) for all practice sites. Board compliance would like to highlight what board investigators and inspectors will be looking for upon normal Board inspection and/or audit request;

1. *Policy and Procedure Manual with all requirements of (Ph 1703.01(d) (1-8)).*
2. *Quarterly meeting minutes (Ph 1705(a)(b)).*
3. *Summarization Document (Ph 1706.01 (c)(1)(2)).*

We would like to remind all pharmacists that these are requirements by statute and need to be readily retrievable to Board inspectors upon request. Please discuss these new rules with your staff and make them aware of the processes involved with this new program. We have attached a copy of the rules for your records.

In order to allow for time to develop the requirements of this legislation, Board staff will be looking for policy and procedures as part of the normal inspection process starting September 1<sup>st</sup>, 2019. The first quarterly meeting with summarization document shall be available upon inspection and/or audit request starting January 31<sup>st</sup>, 2020. Subsequent meetings shall be held quarterly in April, July, and October.

By Order of the Board,

A handwritten signature in black ink, appearing to read "Michael D. Bullek".

Michael D. Bullek, BSP, R.Ph.  
Administrator / Chief of Compliance