

## REMINDERS FOR NEW PICs

Upon your appointment as a new Pharmacist-in-Charge (PIC), you must perform several duties to remain in compliance with legal provisions. While not a comprehensive list, the Board is providing the following reminders to assist you in your transition to your new role.

As the PIC you are legally responsible for ensuring that the pharmacy complies with all state and federal laws. Failure to maintain oversight can result in administrative discipline.

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- **Complete the Pharmacy Self-Assessment Form**

Self-assessment forms are available [here](#).

Reference: BPC §4102

- **Complete a Full Controlled Substances Inventory (Schedules II–V)**

Reference: CCR §1715.6

- **Review staffing levels and determine the pharmacist-to technician ratio**

Reference: BPC §4113

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In addition, it is highly advisable that you review existing policies and procedures including, for example, procedures for notification to the Board under specified conditions including for example those required in BPC §§4104 and 4113.

Learn more about the role of a PIC by reviewing the Board's policy statement available [here](#).

Citations reflect the California Business and Professions Code (BPC) and Title 16 of the California Code of Regulations (CCR).

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