



# OHIO STATE BOARD OF PHARMACY

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-Equal Opportunity Employer and Service Provider-

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## INFORMATION FOR E.M.S. ORGANIZATIONS

### I) LICENSED LOCATIONS

If the address, business name, business owner, or category will be changing, please contact the Board office for the correct application. You will need to submit an application including a letter signed by the Medical Director and notarized with the name and address of the new location, the proposed date of opening, and whether the new location will operate under the current protocols and drug list or if a different set of protocols and drug list will be used (include a signed, notarized list of drugs and protocols for the new site if different).

If you are adding a **new satellite location(s)**, you must also submit an application as outlined above.

### II) Changing the MEDICAL DIRECTOR (Must be an Ohio licensed physician)

New Medical Director, Same Protocol – Submit a **signed, notarized** letter from the new Medical Director stating that they are assuming responsibility for the current protocols and drug list.

New Medical Director, New Protocol – Submit a **signed, notarized** protocol as approved by the new Medical Director. Include a list of the drugs, signed by the Medical Director, which has been approved for use at this location as stated in the protocol.

### III) Changing the RESPONSIBLE PERSON (Must be physician or pharmacist)

A Notification of Change of Responsible Person form must be completed for each location (form available on Board website). The new Responsible Person must answer the legal questions and sign the change form. A new license will NOT be issued unless specifically requested and a replacement fee is submitted. It is not required to have a new license when the Responsible Person (Medical Director) changes.

### IV) Changing the Drug Addendum

If drugs are to be deleted, submit a copy of the current addendum to the Board office with a single line drawn through the drug name(s) and initial or sign the drug addendum.

**To ADD drugs**, include a **signed, notarized** letter from the Medical Director with a list of drugs (including dosage form and strength) to be added and the protocols or statement as described in Protocol Instructions below. (There is an update fee of \$15.00 for adding drugs.)

V) **Protocol Instructions:**

Only dangerous drugs listed on the Drug Addendum may be purchased and stored at this location. (Over-the-Counter medications are not required to be listed on the Drug Addendum but must be included in the notarized protocols.)

For drugs to be used in a true **EMERGENCY**, a protocol is a definitive set of treatment guidelines that include definitive orders for drugs and their specified dosages. The protocol must specifically define the intended audience, list the drug name and strength and give specific instructions on how to administer the drug. [4729-5-01(L) OAC]

Special situation drugs (i.e., WMD prophylaxis, vaccines) may be requested by the Medical Director by including the following **signed, notarized** statement above the list of requested drug(s):

**“The drugs listed below will only be used when I give a direct order to an authorized health care professional to administer such drugs in specific situations.”**