

PRINCE EDWARD ISLAND

PHARMACY BOARD

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Member Organization of the National Association of Pharmacy Regulatory Authorities (NAPRA)

Guidelines for Relocating a Pharmacy

1. "Relocation" shall be interpreted to mean a change in location of the premises within a convenient distance of the existing pharmacy but no change in ownership and no transfer of files or record.
2. If a pharmacist proposes to relocate his/her pharmacy, he/she shall provide the Board with a completed application form at least fifteen days before the relocation date.
3. A successful inspection must be completed as soon as possible after the relocation date. The inspection date shall be scheduled in conjunction with the Board inspector.
4. A pharmacy self-audit of the new location must be completed by the pharmacist-in-charge and submitted to the Board prior to the inspection. The pharmacy will not be inspected until the Board office has received the self-audit.
5. The fees associated (generally "initial permit fees") with the relocation must be submitted to the Board prior to the inspection. The pharmacy will not be inspected until the Board office has received the fees.
6. The public must be effectively notified, by way of advertising/signage, of the location of the new premises and the date of the location change.