

PRINCE EDWARD ISLAND
PHARMACY BOARD

South Shore Professional Building
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Member Organization of the National Association of Pharmacy Regulatory Authorities (NAPRA)

Guidelines on Making Application For a Permit to Operate a Pharmacy

1. A permit shall be issued in the name of the pharmacist who is the “pharmacist-in-charge of the pharmacy **and** the owner if different..
2. In the event of the sale of the business or change of a pharmacist in charge, the permit issued for such business shall terminate, and the new permit may be issued to the purchaser of the business on compliance by the purchaser with the P.E.I. Pharmacy Act and the regulations.
3. If a person proposes to open a new pharmacy, he shall furnish the information required by **Section 15 – Authorization Regulations.**
4. Should any of the information with the application under Section 15 change, the holder of the permit must report these changes to the Registrar **within 7 days** of said change.
5. Before operating a pharmacy, the pharmacist-in-charge shall confirm (with Board inspection) that the pharmacy complies with the standards for licensing pharmacies prescribed by the **Standards Regulations 3-6.**
6. A copy of facility standards as required in Item 5 above is attached for your information.
7. It is suggested that when a pharmacy is being acquired or when there is a change in pharmacist-in-charge that a triplicate list, including the quantity of all narcotic drugs, controlled drugs, targeted substances and exempted codeine products be made, signed, and dated by the pharmacist releasing and the pharmacist receiving these drugs. One copy of this list must be retained by the pharmacist receiving the drugs, the pharmacist releasing the drugs, and one copy sent to the **Drug Control Unit** at:

Compliance, Monitoring & Liaison Division
Office of Controlled Substances
Drug Strategy & Controlled Substances Program
Health Canada
Address Locator: 3502B
Ottawa, ON K1A 1B9
Tel: 613-954-1541
Fax: 613-957-0110

Standards for Accreditation of Pharmacies

No permit shall be issued unless it meets the following standards.

Dispensary

1. In this part “dispensary” means the area of the pharmacy where drugs are dispensed.

Distinct Area

2. A pharmacy shall have a dispensary that is distinct from other areas and is enclosed by physical barriers to prevent public access.

Variations

3. The Board may, if safety is not thereby endangered, relax the application of requirements in relation to certain classes of permit or in particular cases where it considers strict compliance would be unproductive or unrealistic.

Conditions

4. The dispensary must be weatherproof, dry, free of pests, ventilated, heated, lighted, in a state of good repair and sanitation, and otherwise hygienic.
5. The dispensary must have surfaces that are all readily cleanable and sanitary.
6. The dispensary must be free of tobacco smoke.

Equipment

7. Every dispensary must be equipped with the following:
 - a. A sanitary sink with hot and cold running water
 - b. A refrigerator that is exclusively for keeping drugs and is not accessible to patients or the public
 - c. Equipment, instruments and other aids, materials and supplies sufficient for the person in charge to perform services offered by the pharmacy

This equipment may include:

- a. Typewriter/Computer printer
- b. Prescription numbering equipment/computer software consistent with Board document *Requirements for Computerized Patient Records (Standard Regulation 22(3))*
- c. A system for filing prescriptions
- d. Prescription balance (e.g. torsion/analytical)
- e. Metric weights
- f. Glass graduates

- g. Mortars and pestles – glass and earthenware
- h. Spatulas – metal and non-metallic
- i. Ointment slab or pads
- j. Counting tray

Consumable equipment should be available for the effective operation of a pharmacy and may include:

- a. bottles with caps
- b. vials with safety closures
- c. vials without safety closures
- d. prescription labels
- e. auxilliary dispensing labels
- f. ointment jars with caps
- g. dropper bottles
- h. weighing papers
- i. deionized or demineralized water

Reference Library

- 8. Every dispensary shall provide and maintain an up-to-date refernec library including as a minimum the requirements set out in the Board document *Minimum Library Requirements for Pharmacies (Standard Regulation 5(2))*.

Opening Pharmacy

- 9. Every person who proposes to open or acquire a pharmacy in accordance with **Authorization Regulation 15** shall complete the application form, as well as a complete a “pharmacy self-audit form” and submit them with the applicable fee.

Permit

- 10. Upon satisfactory compliance with the Pharmacy Act and Regulations the Registrar shall issu a Permit.

Application is to be made to the Registrar within 30 days of the date of opening.