

PRINCE EDWARD ISLAND
PHARMACY BOARD

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

Pharmacy Self-Audit

Physical and Technical Requirements

Pharmacy Name (use trade name): _____

Pharmacy Address: _____

Date of Audit: _____

		Yes	No	N/A
General	External signage clearly identifies the pharmacy's name			
	The current pharmacy permit clearly identifies the pharmacy name			
	Pharmacists' licenses are clearly posted within the dispensary & updated sticker placed			
	Pharmacy is wheel chair accessible			
	All dispensary personnel wear an identifier for public recognition of their function in the dispensary			
	A pharmacist is always present and personally supervises the pharmacy when it is open to the public including protecting the pharmacy against unauthorized entry and theft or diversion of medication.			
		Yes	No	N/A
Pharmacy	If the pharmacy is separated by an approved physical barrier from the rest of the premises, the pharmacist-in-charge ensures that no one has unauthorized access to any scheduled drugs when a pharmacist is not present.			
	After pharmacy hours, the pharmacy is secured with suitable locks and alarms to prevent and detect unauthorized entry.			
	The pharmacy has a clearly marked product disposal area where expired drugs or devices, once removed from active stock, are kept pending proper disposal or authorization for return to supplier for disposal.			
	The Professional Service area of the pharmacy is easily identifiable and under direct supervision of a pharmacist.			
	All Schedule III drugs are located within the professional service area of the pharmacy, immediately adjacent to the dispensary and are available			

	to the public for self-selection only when a pharmacist is present.			
Pharmacy		Yes	No	N/A
	All Schedule II drugs are located within an area of the pharmacy (dispensary) to which there is no public access and no opportunity for self-selection and sold only after consultation with a pharmacist.			
	Exempted codeine products are located in the dispensary where they are not visible to the public and sold only after consultation with a pharmacist.			
	Drugs or devices prescribed by the manufacturer to be used within a specified period of time or before a certain date are not available for sale once that period of time has passed.			
	A private consultation area is available where counseling and the provision of drug information may take place without being overheard by others.			
	Patient medication records (prescription files) are stored on the pharmacy premises in a secure manner significant to protect patient confidentiality and accessible to pharmacy staff only.			
		Yes	No	N/A
Dispensary	The dispensary is a well-defined area clearly identified to the public by "Dispensary", "Prescriptions", or words of like import...			
	The public has access to the dispensary at the counter and by telephone. The telephone number is listed in the local directory or will be in the next publication.			
	The dispensary area is inaccessible to the public.			
	The dispensary is sufficiently large and configured to allow for safe and proper storage of medications and compounding, preparation and dispensing of medication orders, taking into account the volume of business, the nature of the patients and their needs and the nature of the pharmacy's business AND			
	is clean, sanitary, well ventilated and well-lit			
	contains sufficient drugs and devices to permit the provision of a full dispensary service			
	includes a sanitary sink with hot and cold running water			
	includes a refrigerator for storing drugs			
	includes a laminar flow hood and appropriate supplies if sterile products are prepared			
	includes a fax machine located in a secure area if the pharmacy accepts prescriptions by facsimile			
	dispensary is free from tobacco smoke.			
	includes a patient information disposal system (shredder) that protects patient confidentiality			
	includes a typewriter or printer, prescription numbering system and a system for filing prescriptions			

I, _____, a pharmacist currently licensed with the PEI Pharmacy Board, have personally inspected the named pharmacy and verify the above to be true. I shall undertake to correct any deficiencies, which have been noted during this self-audit.

*New pharmacy – please affix prescription label here.

Dispensary

YES NO NA

The dispensary has a reference library of current references relevant to medication Compounding, dispensing and preparation of medication orders and patient-oriented References for the provision of patient-oriented pharmacy services. The reference Library complies with the PEIPB :Professional Library Requirements for Community Pharmacies” as from time to time amended or revised.

I am a pharmacist currently licensed with the Prince Edward Island Pharmacy Board and have personally inspected the named pharmacy and verify the above to be true. I shall undertake to correct any deficiencies which have been noted during this self-audit.

Pharmacist in Charge (please print)

Date: _____

Signature of Pharmacist-in-Charge

FOR OFFICE USE:		
Routine _____	Follow-up/Special _____	Renovation _____
New Pharmacy: Premise __	Owner: __	Location: __