

# **Pharmacy Licensure in British Columbia**

## **Information Guide and Resources**



COLLEGE OF PHARMACISTS  
OF BRITISH COLUMBIA

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## 1.0 INTRODUCTION

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The opening and initial operation of a pharmacy is an exciting yet challenging venture. There are many logistical details to plan and numerous operational requirements to address. This information guide has been prepared to assist you through the process of acquiring a pharmacy license.

The requirements of owning and operating a pharmacy are set out in the *Pharmacy Operations and Drug Scheduling Act (PODSA)* and its bylaws.

Please note that this information guide is intended as an overview and should not be considered definitive in every respect. Please contact College staff with any questions you have about the licensure process.

## 2.0 OPENING A NEW COMMUNITY PHARMACY

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### 2.1 PHARMACY OWNERSHIP

A person authorized by any enactment to prescribe drugs must not, directly or indirectly, own a pharmacy (PODSA 5(1)).

A pharmacy must be owned by:

- (a) a pharmacist or a partnership of pharmacists
- (b) a corporation incorporated under the Company Act or the Business Corporations Act in which the majority of directors in the corporation are pharmacists
- (c) a partnership of corporations in which each corporation is incorporated under the Company Act or the Business Corporations Act and a majority of directors in each corporation are pharmacists
- (d) a hospital as defined in the Hospital Act
- (e) an association incorporated under the Cooperative Association Act
- (f) a society incorporated under the Society Act
- (g) a university as defined in the University Act
- (h) the City of Vancouver or a municipality, or
- (i) the government (PODSA 5(2))

The owner of a pharmacy, and the directors of a corporation that owns a pharmacy, must comply with the bylaws respecting the duties of an owner (PODSA 5(3)).

A pharmacy owner or director must appoint a pharmacy manager whenever necessary, and notify the Registrar in writing of the appointment and any resignation of a pharmacy manager (PODSA Bylaw 3(5)).

An owner must ensure that the requirements to obtain a pharmacy license under the *Pharmacy Operations and Drug Scheduling Act* and the Bylaws are met at all times (PODSA Bylaw 3(6)).

A pharmacy owner or director must:

- (a) cooperate with inspectors acting under section 17 of the *Act* or sections 28 or 29 of the *Health Professions Act*;
- (b) ensure that pharmacist and pharmacy assistant staff levels are commensurate with the workload volume and patient care requirements at all times;
- (c) ensure appropriate security and storage of all Schedule I, II and III drugs, and controlled drug substances for all aspects of pharmacy practice including operation of the pharmacy without a pharmacist present;
- (d) ensure that confidentiality is maintained with respect to all pharmacy and patient records in accordance with all applicable legislation;
- (e) make reasonable security arrangements in respect of unauthorized access, collection, use, disclosure or disposal of personal information kept on the pharmacy premises;

- (f) ensure the correct and consistent use of the community pharmacy operating name as it appears on the community pharmacy license for all pharmacy identification on or in labels, directory listings, signage, packaging, advertising and stationery;
- (g) ensure that appropriate security is in place for the premises generally;
- (h) advise the Registrar in writing in the event of a pharmacy closure or relocation at least thirty days before the effective date of a proposed closure or relocation;
- (i) advise the Registrar if the pharmacy is conducting business over the internet, and provide to the registrar the internet address(es) of every website operated or used by the pharmacy;
- (j) ensure the pharmacy contains the reference material and equipment approved by the board from time to time, and
- (k) require all registrants, owners, managers, directors, pharmaceutical representatives, pharmacy assistants, students and computer software programmers or technicians who will access the in-pharmacy computer system to sign an undertaking in a form approved by the Registrar to maintain the confidentiality of patient record information (PODSA 3(2)).

## 2.2 REQUIRED INCORPORATION DOCUMENTS

For community pharmacies, the following documents must be filed with the Registrar of Companies. Once these documents have been certified by the Registrar of Companies, a photocopy must be submitted to the College office.

If incorporated after March 29, 2004

- Copy of Certificate of Incorporation
- Copy of Incorporation Application
- Copy of the certified Notice of Articles

If a change of directors has occurred since incorporating

- Copy of the Notice of change of Directors

If incorporated before March 29, 2004

- Copy of Certificate of Incorporation
- Copy of Memorandum of Incorporation

If a change of directors has occurred since incorporating

- Copy of the Notice of change of Directors

When the manager ceases to manage the pharmacy, the location of the pharmacy changes or the ownership of the pharmacy changes, the pharmacy license is cancelled (PODSA 6(1)). The license will be re-issued upon notification of the change of manager, notification of the change of location or the receipt of the change of ownership document, incorporation documents and the required fees.

## 2.3 PHARMACY MANAGER

Every pharmacy must be under the direct management of a pharmacist registered under the full pharmacist registration category (PODSA 2(1)(b)(ii)).

The pharmacy manager is responsible for ensuring that operation of the pharmacy is in accordance with the requirements of federal and provincial legislation. No pharmacist shall permit a non-pharmacist to direct, influence, control or participate in the management of the professional functions of the pharmacy.

The responsibilities of pharmacy managers, owners and directors are set out in PODSA Bylaws 3(2) and 10:

The pharmacy manager must:

- (a) actively participate in the day-to-day management of the pharmacy,
- (b) confirm that the staff members who represent themselves as pharmacists are registered,
- (c) notify the registrar in writing of the appointments and resignations of pharmacists as they occur,
- (d) cooperate with inspectors pursuant to sections 28 and 29 of the *Health Professions Act* or section 17 of the *Pharmacy Operations and Drug Scheduling Act*,
- (e) ensure that registrant and pharmacy assistant staff levels are commensurate with the workload volume and patient care requirements at all times,
- (f) ensure that new information directed to the pharmacy pertaining to drugs, devices and drug diversion is immediately accessible to registrants, and pharmacy assistants,
- (g) establish policies and procedures to specify the duties to be performed by, registrants, pharmacy assistants and students,
- (h) establish procedures for:
  - (i) inventory management
  - (ii) product selection, and
  - (iii) proper destruction of unusable drugs and devices,
- (i) ensure that all records related to the purchase and receipt of controlled drug substances are signed by a registrant,
- (j) ensure appropriate security and storage of all Schedule I, II, and III drugs and controlled drug substances for all aspects of pharmacy practice including operation without a registrant,
- (k) ensure there is a written drug recall procedure in place for pharmacy inventory,
- (l) ensure that all steps in the drug recall procedure are documented, if the procedure is initiated,
- (m) ensure that each individual working in the pharmacy wears a badge that clearly identifies the class of registration within the college or other status,
- (n) ensure that confidentiality is maintained with respect to all pharmacy and patient records in accordance with all applicable legislation,
- (o) make reasonable security arrangements in respect of unauthorized access, collection, use, disclosure or disposal of personal information kept on the pharmacy premises,

- (p) notify the registrar as soon as possible in the event that he or she will be absent from the pharmacy for more than eight weeks,
- (q) notify the registrar in writing within 48 hours of ceasing to be the pharmacy manager,
- (r) ensure the correct and consistent use of the community pharmacy operating name as it appears on the community pharmacy licence for all pharmacy identification on or in labels, directory listings, signage, packaging, advertising and stationery,
- (s) ensure that appropriate security is in place for the premises generally,
- (t) in the event of a pharmacy closure or relocation:
  - (i) notify the registrar in writing at least thirty days before the effective date of a proposed closure or relocation unless there are extenuating circumstances,
  - (ii) provide for the safe transfer and appropriate storage of all Schedule I, II, and III drugs and controlled drug substances,
  - (iii) advise the registrar in writing of the disposition of all drugs and prescription records at the time of a closure,
  - (iv) provide the registrar with a copy of the return invoice and/or other documentation sent to Health Canada in respect of the destruction of all controlled drug substances,
  - (v) arrange for the safe transfer and continuing availability of the prescription records at another pharmacy, or an off-site storage facility that is bonded and secure, and
  - (vi) remove all signs and advertisements from the closed pharmacy premises,
- (u) ensure sample medications are dispensed in accordance with the requirements in the Drug Schedules,
- (v) advise the registrar if the pharmacy is conducting business over the internet, the internet address(es) of the site(s) and the nature of the internet business if applicable,
- (w) ensure the pharmacy contains the reference material and equipment approved by the board from time to time,
- (x) require all registrants, owners, managers, directors, pharmaceutical representatives, pharmacy assistants, students and computer software programmers or technicians who will access the in-pharmacy computer system to sign an undertaking in a form approved by the registrar to maintain the confidentiality of patient record information,
- (y) retain the undertakings referred to in subsection (x) in the pharmacy for 3 years after employment has ended and
- (z) be informed of the emergency preparedness plan in the area of the pharmacy that he or she manages and be aware of his or her responsibility in conjunction with that plan.

A community pharmacy manager must develop, document and implement an ongoing quality management program that:

- (a) maintains and enforces policies and procedures to comply with all legislation applicable to the operation of a community pharmacy,
- (b) monitors staff performance, equipment, facilities and adherence to the Community Pharmacy Standards of Practice, and
- (c) includes a process for reporting, documenting and following up on known, alleged and suspected errors, incidents and discrepancies.

## 3.0 APPLICATION FOR LICENSURE

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### 3.1 NEW PHARMACY

If you are planning to open a new pharmacy you need to notify the College office at least **50 business days** prior to the requested opening date. PharmaCare will only be notified, once the College has received all required Incorporation Documents and the completed New Pharmacy Application [http://www.bcparmacists.org/library/K-Forms/K-3\\_Licensure/9001-App\\_New\\_Pcy\\_Community.pdf](http://www.bcparmacists.org/library/K-Forms/K-3_Licensure/9001-App_New_Pcy_Community.pdf)

Your application for a pharmacy license must include:

- Completed and signed New Pharmacy Application
  - Addresses must be complete including a suite or unit number, and a street address for pharmacies located in shopping centres. If the pharmacy mailing address is a postal box number, include both the box number and street address.
- The Certificate of Incorporation indicating the legal name of the corporation, the date incorporation documents were filed and the corporation number.
- Incorporation Application
- The Notice of Articles identifying the directors of the corporation, or an Application for Change of Directors, showing a change of directors.
- Diagram of pharmacy area (PODSA 9(2) and 11). The diagram scale must be  $\frac{1}{4}$  inch = 1 foot. Diagram reviews can take up to two weeks. You will only be contacted if the diagram is not approved.
- Proof that the municipality in which the pharmacy is located has issued a business licence for the pharmacy to the pharmacy's owner or manager
- Pharmacy license fee

The license to operate your pharmacy will be finalized upon receipt and approval of the items noted above. The pharmacy license will be processed once the pre-opening inspection has been completed and you have been authorized to open.

## 3.2 RENOVATIONS/RELOCATIONS

### Renovation/Relocation with Router move

Renovations or relocations of a pharmacy within a site that requires moving the PharmaNet router and modem are considered major changes. You must notify the College office of your plans at least **50 business days** prior to the requested renovation/relocation date.

An application [http://www.bcpharmacists.org/library/K-Forms/K-3\\_Licensure/9003-App\\_Pcy\\_Relocation\\_Renovation.pdf](http://www.bcpharmacists.org/library/K-Forms/K-3_Licensure/9003-App_Pcy_Relocation_Renovation.pdf), diagram (drawn to scale) of the changes, including the distance that the modem and router will be moved is required along with the renovation/relocation fee.

PharmaCare will only be notified once the College has received all required documentation.

### Renovation/Relocation without a Router move

Renovations or relocations of a pharmacy within a site that does not require moving the PharmaNet router and modem still require an application [http://www.bcpharmacists.org/library/K-Forms/K-3\\_Licensure/9003-App\\_Pcy\\_Relocation\\_Renovation.pdf](http://www.bcpharmacists.org/library/K-Forms/K-3_Licensure/9003-App_Pcy_Relocation_Renovation.pdf), diagram (drawn to scale) of the changes along with the renovation/relocation fee submitted at least **50 business days** prior to the renovation.

PharmaCare will only be notified once the College has received all required documentation.

## 3.3 PRE-OPENING SITE REPORT/VISIT

The pharmacy manager must contact the College Inspector/Practice Consultant at least **10 business days** before the pharmacy opening date regarding the pre-opening pharmacy inspection. The pharmacy manager will be asked to complete the pre-opening report and submit it to the College prior to the inspection. There is no fee for reviewing the report. All new pharmacy premises must meet all physical standards prior to being authorized to open to the public.

Until the College has authorized the pharmacy to open, pharmacy signs and advertisements cannot be displayed to the public.

The *Acknowledgement of Completion of Confidentiality* form must be faxed to the College office **10 business days** prior to the proposed opening date, to ensure sufficient time for the PharmaNet connection.

If a change in opening date is required, notify the College at least **5 business days** prior to the change. Insufficient notice to reschedule a confirmed preopening site visit appointment will incur a rescheduling fee of \$500 plus travel costs, expenses and GST.

In the case where an unsuccessful preopening site visit occurs, a follow-up inspection by a College Inspector will be required. The fee for an additional licensing site visit appointment is \$500, plus travel costs, expenses and GST.

## 4.0 THE COMMUNITY PHARMACY DIAGRAM

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### 4.1 NEW PHARMACIES, RENOVATIONS AND RELOCATIONS

A diagram of the Dispensary and Professional Products Areas of the pharmacy must be submitted to the College office a minimum of at least **50 business days** prior to the requested opening date.

The diagram of the pharmacy must have all measurements drawn to a scale of  $\frac{1}{4}$  inch = 1 foot and must indicate:

- (a) The location of entrances, stairs, escalator(s), washroom(s), store room or storage areas, appliances and the fixtures, and the fixture layout for the Professional Products Area (Schedule III Products), Professional Services Area (Schedule II Products), the Dispensary (Schedule I Products) and the Patient Consultation Area.
- (b) The dimensions of the Dispensary Area, including all shelving fixtures, and the dimensions of the dispensing counter space. Customer Service area and office function space will not be considered as dispensing counter space.
- (c) The location, within the dispensary, of the double stainless steel sink(s), refrigerator, Professional Services Area (Schedule II Products) and reference material.
- (d) The type and location of the:
  - (i) alarm system and the individual detectors,
  - (ii) controlled drug substances storage equipment,
  - (iii) gate or door that will make the dispensary inaccessible to the public.
  - (iv) if applicable, the "Operation without a Pharmacist" requirements described in PODSA Bylaw, Section 12.
- (e) The Professional Products Area in relation to the total floor area of the premises, showing:
  - (i) that it extends no more than 25 feet from the perimeter of the dispensary,
  - (ii) the manner in which it is made visually distinctive from the remaining areas of the premises. Include the location of the Medication Information sign and any Pharmacy signs used to identify the boundaries of the Professional Products Area.
- (f) The area provided for patient consultation.
- (g) The location of a separate and distinct secure storage area for confidential prescription records. The following are acceptable storage areas in community pharmacies:
  - (i) A separate distinct locked storeroom with a minimum storage area of 40 square feet.
  - (ii) A locked cabinet with at least 40 square feet or more of shelving space.
  - (iii) A secure cage type space that provides at least 150 cubic feet of storage.

## 5.0 COMMUNITY PHARMACY PREMISES

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Minimum standards regarding the premises of a community pharmacy are detailed in the *Pharmacy Operations and Drug Scheduling Act*, its *Bylaws*, and in *Board policy*.

### 5.1 DISPENSARY AREA

1. The Dispensary Area must:
  - (a) be a minimum of 160 square feet,
  - (b) be made inaccessible to the public by means of gates or doors across all entrances,
  - (c) include a dispensing counter with at least 30 square feet of clear working space, in addition to service counters,
  - (d) contain a stock of drugs adequate to provide a full dispensing service,
  - (e) contain adequate shelf and storage space, and
  - (f) have a double stainless steel sink with hot and cold running water.
2. Each registrant must wear a badge that clearly identifies that person as a pharmacist.
3. In new and renovated pharmacies, an area must be provided for patient consultation that:
  - (a) ensures privacy and is conducive to confidential communication, and
  - (b) includes but is not limited to one of the following:
    - (i) a private consultation room, or
    - (ii) a semi-private area with suitable barriers.

### 5.2 PROFESSIONAL PRODUCTS AREA

The Professional Products Area is the area of a community pharmacy that contains Schedule III drugs (PODSA Bylaw definitions).

In locations where the pharmacy does not comprise 100 per cent of the total area of the premises, the pharmacy manager must ensure that:

- (a) the Professional Products Area extends not more than 25 feet from the perimeter of the dispensary and is visually distinctive from the remaining areas of the premises by signage, and
- (b) a sign reading “Medication Information” is clearly displayed to identify a consultation area or counter at which a member of the public can obtain the pharmacist’s advice.

### 5.3 STORAGE SPACE

All new and renovated pharmacies must have a separate and distinct area consisting of at least 40 square feet reserved as secure storage space.

### 5.4 SECURITY

Provision for secure drug storage is extremely important. A monitored alarm system and a drug storage cabinet are strongly recommended. All confidential patient health information including hard copy prescription information, (records, profiles, labels, discarded labels and receipts) must be stored securely and mechanically shredded before they are discarded.

All of the following must be stored in a secured, locked storage area when they are not kept in the dispensary area:

- Schedule I, II and III medications
- Target drugs,
- Controlled drug substances,
- Exempted codeine products,
- Prescription files and
- Patient identified materials

### 5.5 EQUIPMENT

The dispensary must be equipped with the following items:

- (a) Telephone,
- (b) Refrigerator,
- (c) Prescription filing supplies,
- (d) Prescription balance having a sensitivity rating of 0.01,
- (e) Metric weights (10 mg to 50 g) for balances requiring weights or instruments with equivalent capability,
- (f) Metric scale graduates (a selection, including 10 mL size),
- (g) Mortar and pestle,
- (h) Spatulas (metal and nonmetallic),
- (i) Funnels (glass or plastic),
- (j) Stirring rods (glass or plastic),
- (k) Ointments slab or parchment paper,
- (l) Counting tray,
- (m) Disposable drinking cups,
- (n) Double sink with running hot and cold water,
- (o) Soap dispenser and paper towel dispenser,
- (p) Plastic or metal garbage containers to be used with plastic liners, and
- (q) Fax machine. (PPP-59)

## 5.6 COMMUNITY PHARMACY REFERENCE LIBRARY LIST (APPENDIX F)

All community pharmacies are required to have the most current version of the BC Pharmacy Practice Manual. The CPBC *ReadLinks* is an exception, as only the most recent three years must be retained. An updated copy of the *Revision Dates of Legislation* is provided when documents are amended, and is available on the CPBC website. All documents must be current and readily accessible within the dispensary.

To obtain copies of these documents, contact the College office for an order form or access the College website at: [www.bcpharmacists.org](http://www.bcpharmacists.org).

### Electronic Database References

Electronic database references are acceptable for any of the authorized choices within any of the required categories, provided that they are as comprehensive as the printed version and meet the same updating requirements.

### Residential Care Facilities and Homes References

Pharmacies providing service to licensed residential care facilities and homes must obtain a minimum of one reference applicable to geriatric residents or to psychiatric care residents, as appropriate to the pharmacy's service area.

### Suppliers / Sources

Pharmacy reference texts can be obtained from several sources. The College is aware of the following suppliers of the required references:

#### BC Drug & Poison Information Centre (DPIC)

Tel: 604.707.2789

Website: [www.dpic.org](http://www.dpic.org)

#### BC Pharmacy Association

Tel: 604.261.2092

Toll Free: 800.663.2840

Website: [www.bcpharmacy.ca](http://www.bcpharmacy.ca)

#### Canadian Pharmacists Association

Tel: 613.523.7877

Toll Free: 800.917.9489

Website: [www.pharmacists.ca](http://www.pharmacists.ca)

#### Houghton Mifflin Harcourt

Tel & Fax: 416.255.4491

Toll Free: 800.387.7278

Website: [www.hmhco.com](http://www.hmhco.com)

#### Login Bros. Canada

Tel: 204.837-2987

Toll Free: 800.665.1148

Website: [www.lb.ca](http://www.lb.ca)

#### PharmaSystems Inc.

Tel: 905.475.2500

Toll Free: 888.475.2500

Website: [www.pharmasystems.com](http://www.pharmasystems.com)

#### Natural Medicines Comprehensive Database

Tel: 209.472.2240

Website: [www.naturaldatabase.com](http://www.naturaldatabase.com)

#### UBC Health Sciences Bookshop

Tel: 604.822.2665

Toll Free: 800.661.3889

Website: [www.bookstore.ubc.ca](http://www.bookstore.ubc.ca)

## 5.7 LOCK AND LEAVE REQUIREMENTS

Operation without a pharmacist (PODSA Bylaw 12):

- (1) Except as provided in subsection (2), a community pharmacy must not be open for business unless a pharmacist is present.
- (2) A community pharmacy that does not have a telepharmacy remote site licence may operate without a pharmacist if the following requirements have been met:
  - (a) the registrar is notified of the hours during which a pharmacist is not present,
  - (b) a security system prevents the public, pharmacy assistants and non-pharmacy staff from accessing the dispensary, the professional service area and the professional products area,
  - (c) Schedule I, II, and III drugs and controlled drug substances in a storeroom are inaccessible to pharmacy assistants, other non-pharmacy staff and the public,
  - (d) dispensed prescriptions waiting for pickup may be kept outside the dispensary if they are inaccessible, secure and invisible to the public and the requirements of section 11 of the *Community Pharmacy Standards of Practice* have been met, and
  - (e) the hours when a pharmacist is on duty are posted.
- (3) If the requirements of subsection (2) have been met, the following activities may be performed at a community pharmacy by anyone who is not a registrant:
  - (a) requests for prescriptions, orders for Schedule II and III drugs and telephone requests from patients to order a certain prescription may be placed in the dispensary area by dropping them through a slot in the barrier, and
  - (b) orders from drug wholesalers, containing Schedule I, II and III drugs, may be received but must be kept secure and remain unopened.

## 6.0 PHARMANET

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Prior to the opening of a community pharmacy, the following PharmaNet-related procedures must be completed.

### 6.1 INSTALLATION OF EQUIPMENT AND CONNECTION TO PHARMANET

Upon approval of all documentation and payment of license fees, the College will notify PharmaCare. The Ministry is responsible for and will coordinate the installation of telecommunication lines, modem and router to the demarcation point within the pharmacy or building.

Expect at least a **50 business day** waiting period for the installation and connection.

It is the responsibility of the pharmacy to ensure that all internal wiring, conduit and power are in place to allow connection of the pharmacy to the demarcation point. Depending upon the distance from the demarcation point to the pharmacy, different cabling options should be discussed with the telecommunication supplier.

It is the responsibility of the pharmacy manager to ensure that only authorized personnel have access to the telecommunications router and modem.

Direct any questions regarding the specifications for the installation of the telecommunications lines, router and modem to the PharmaCare Information Support Coordinator, Quality Assurance at 250.405.3791.

Connection to PharmaNet will be activated once the College notifies PharmaNet that the *Acknowledgement of Completion of the Confidentiality Procedures* form has been submitted. You will be authorized to open when all the requirements in the pre-opening report have been completed and approved.

## 7.0 CONFIDENTIALITY PROCEDURES

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### 7.1 CONFIDENTIALITY FORMS

Access to the dispensary area must be restricted to authorized personnel only. All pharmacists, pharmacy assistants, technicians, nonpharmacist owners, software support personnel, and others who do have access to the dispensary area (bookkeepers, cashiers, delivery person(s), etc.) must complete and sign a *Confidentiality Agreement*. As additional staff are employed, the pharmacy manager must ensure that these agreements are signed and filed in the dispensary for future reference and be accessible to College representatives.

The *Acknowledgement of Completion of Confidentiality Procedures* form must be completed, signed by the pharmacy manager certifying the completion of confidentiality undertakings by all staff that has access to the dispensary area, along with educating them regarding confidentiality aspects of the pharmacy's operation. This form must be faxed to the College office at least **10 business days** prior to the proposed opening day of the pharmacy, to the attention of Elsie Farkas at 604.733.2493 or toll free at 800.377.8129. Failure to return the completed form in sufficient time will delay your connection to PharmaNet.

### 7.2 TERMINAL LOCATION

Terminals displaying patient records must be installed in an area of the pharmacy that prevents unauthorized viewing of the patient information.

### 7.3 PHARMACARE

The College notifies PharmaCare when a pharmacy license application is approved, at which time, PharmaCare will assign a PharmaCare Code to your pharmacy. Please allow **10 business days** following the initial submission of information for this process to occur.

## PHARMANET-APPROVED COMMUNITY PHARMACY SOFTWARE VENDORS

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Applied Robotics Inc.	T: 604.628.6861 F: 604.922.6580 E: <a href="mailto:support@arirx.ca">support@arirx.ca</a>
Commander Group Software Inc.	T: 604.274.1231 F: 604.274.1281 E: <a href="mailto:tfisher@commandergroup.bc.ca">tfisher@commandergroup.bc.ca</a>
Kroll Computer Systems Inc.	T: 780.463.9346 F: 780.463.9348 W: <a href="http://www.kroll.ca">www.kroll.ca</a>
PDX, Inc.	T: 817.246.6760 F: 817.246.0131 W: <a href="http://www.pdxinc.com">www.pdxinc.com</a>
ProPharm Limited	T: 866.639.9797 F: 780.454.6246 W: <a href="http://www.propharm.com">www.propharm.com</a>
Telus Health Solutions (formerly Emergis, NDC Health, Tech Rx Canada, and Tri-Comp Systems Ltd.)	T: 604.694.3070 F: 604.436.4637 W: <a href="http://www.telushealth.com">www.telushealth.com</a>

## SIGNAGE SUPPLIERS

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**Artcraft Advertising Ltd.**

3623 East 4th Avenue  
Vancouver, BC V5M 1M2

Contact: Ralph Luongo / Sudhir Sharma  
Telephone: 604.291.9451 / 1.800.994.9451  
Facsimile: 604.291.1265  
Website: [www.artcrft.com](http://www.artcrft.com)

**Jensen Signs**

390 Harbour Avenue  
North Vancouver, BC V7J 2E9

Contact: Steve Jensen / Jeff Jensen  
Telephone: 604.987.2322  
Facsimile: 604.987.4343  
Website: [www.jensigns.com](http://www.jensigns.com)

## OPTIONAL DRUG STORAGE CABINET SPECIFICATIONS

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### BODY

Constructed of steel and welded at all seams, not less than 5/16" thick.

### DOOR

Constructed of steel and welded at all seams, not less than 1/2" thick. The door must fit flush inside the body of the cabinet, with close tolerances to act as a deterrent in any attempt to pry the door open.

### HINGE

A minimum of two heavy-duty butt hinges that adequately support the door, and exhibit minimal wear. Both the door and the body of the cabinet must have interlocking faceplates, welded or secured to each part of the cabinet and door that will prevent the removal of the door when the hinge is damaged or removed.

### LOCKING SYSTEM

An Underwriter's Laboratories approved combination lock - either with a separate key locking mechanism or a key-locking dial similar to a Sargeant and Greenleaf #6730. The combination lock to control a separate locking handle. The handle to throw horizontally a steel locking plate 18" long by 1 and 1/4" wide of 3/8" thick material engaging 1/2" into the body of the cabinet, or vertically two steel alloy locking bolts of 5/8" minimum diameter into the top and bottom of the cabinet.

### HARDPLATE AND RE-LOCKING SYSTEM

The re-locking system should be one of the following:

- (a) A drill-resistant plate to be installed directly behind the combination of the lock to prevent drilling and gaining access to the main locking mechanism. One spring compression type steel alloy pin of 1/2" minimum diameter to be held inactive by a shatter plate approximately twice the diameter of the face of the combination lock and placed behind the drill-resistant plate. Breaking the shatter plate releases the pin into the bolt work train.
- (b) A hardplate accepted by Underwriter's Laboratories for use in the T.L. 30 safe construction, to be installed directly behind the combination lock. A spring compression re-locking device to be held inactive by the lock cover. If the lock cover is removed, the re-lock pin will engage directly into the bolt work train. This re-lock is to be additional and separate from the internal re-lock provided by the combination lock.

## CABINET SECURITY

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The cabinet is to be securely fastened to the floor, foundation or wall structure and preferably placed under a working counter in the Dispensary Area.

### SUPPLIERS

#### **Pacific Vault & Safe**

1435 Powell Street  
Vancouver, BC V5L 1G8  
Contact: Jack Falez  
Telephone: 604.253.2112  
Facsimile: 604.253.4070  
Website: [www.pacificlockandsafe.ca](http://www.pacificlockandsafe.ca)

#### **Westco Safe & Vault Ltd.**

19 Escola Bay  
Port Moody, BC V3H 3Z1  
Contact: Peter McTavish  
Telephone: 604.291.1714  
Facsimile: 604.291.1756

#### **Gunnebo Canada Inc.**

130 – 195 West 2nd Avenue  
Vancouver, BC V5Y 1B8  
Contact: Tom Fry  
Telephone: 604.708.9994  
Facsimile: 604.877.1167  
Website: [www.gunnebo.com](http://www.gunnebo.com)

#### **Associated Lock and Supply Ltd.**

103 – 9850 201 St  
Langley, BC V1M 4A3  
Telephone: 604.945.5625  
Facsimile: 604.945.5635  
Website: [www.associatedlock.com](http://www.associatedlock.com)

## DISPOSAL SERVICE PROVIDERS

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### 11.1 MEDICATIONS

#### **Clean Harbors Canada Inc.**

7842 Progress Way  
Delta, BC V4G 1A4  
Telephone: 604.940.0894  
Facsimile: 604.940.0826  
Website: [www.cleanharbors.com](http://www.cleanharbors.com)

#### **Newalta**

Unit 9 – 7483 Progress Way  
Delta, BC V4G 1E7  
Telephone: 604.952.1220  
Facsimile: 604.940.0376  
Website: [www.newalta.com](http://www.newalta.com)

#### **Medications Return Program**

Residuals Management Group Ltd.  
#8 – 12342 82A Avenue  
Surrey, BC V3W 0L6  
Telephone: 604.726.4141  
Facsimile: 604.241.4649 (applications)  
Website: [www.medicationsreturn.ca](http://www.medicationsreturn.ca)

#### **Envirosmart PCB Services**

Suite 420, 505 – 8840 210 Street  
Langley, BC V1M 2Y2  
Telephone: 604.888.7921  
Facsimile: 604.888.7924  
Website: [www.envirosmartwastemgmt.net](http://www.envirosmartwastemgmt.net)

#### **Stericycle**

5549 180 Street  
Surrey, BC V3S 5Y5  
Telephone: 604.574.4644  
Facsimile: 604.574.4652  
Website: [www.stericycle.ca](http://www.stericycle.ca)

### 11.2 SHARPS

#### **Bio-Tox Medical Systems**

#337 – 17 Fawcett Road  
Coquitlam, BC V3K 6V2  
Telephone: 604.523-6200  
Facsimile: 604.523.6203

#### **Envirosmart PCB Services**

Suite 420, 505 – 8840 210 Street  
Langley, BC V1M 2Y2  
Telephone: 604.888.7921  
Facsimile: 604.888.7924  
Website: [www.envirosmartwastemgmt.net](http://www.envirosmartwastemgmt.net)

#### **Stericycle**

5549 180 Street  
Surrey, BC V3S 5Y5  
Telephone: 604.574.4644  
Facsimile: 604.574.4652  
Website: [www.stericycle.ca](http://www.stericycle.ca)

#### **Hospital Sterilization Services Inc. (HSS)**

1407 Kebet Way  
Port Coquitlam, BC V3L 6L3  
Telephone: 604.945.8838  
Facsimile: 604.945.8827  
Website: [www.hssmedicalwaste.com](http://www.hssmedicalwaste.com)

## REQUIRED PHARMACY REFERENCES

All community pharmacies at a minimum must have one of the following authorized library references in each of the categories listed as per PODSA Bylaw 2(2)(w).

CATEGORY	VERSION	TEXT	ELECTRONIC FORMATS
COMPENDIUM	Current year	1. Compendium of Pharmaceuticals and Specialties	1. <a href="http://www.pharmacists.ca">www.pharmacists.ca</a> - e-CPS
COMPLEMENTARY / ALTERNATIVE	Within the last 4 years	1. Stockley's Herbal Medicines Interactions 2. Natural Medicines Comprehensive Database 3. Herbal Medicines – Pharmaceutical Press - MedicinesComplete.com	1. <a href="http://www.MedicinesComplete.com">www.MedicinesComplete.com</a> 2. <a href="http://www.naturaldatabase.com">www.naturaldatabase.com</a> 3. <a href="http://www.lexi.com">www.lexi.com</a> - Lexi-Naturals 4. <a href="http://www.ipharmacist.com">www.ipharmacist.com</a> 5. <a href="http://www.Micromedex.com">www.Micromedex.com</a> - AltMedDex
DISPENSATORY	Within last 9 years	1. Martindale - The Complete Drug Reference. (Published every 3 years)	1. <a href="http://www.MedicinesComplete.com">www.MedicinesComplete.com</a> 2. <a href="http://www.lexi.com">www.lexi.com</a> Lexi-drugs 3. <a href="http://www.ipharmacist.com">www.ipharmacist.com</a>
DRUG INTERACTIONS	In its entirety every 2 years, or continual updates	1. Stockley's Drug Interactions 2. Hansten and Horn's Drug Interactions Analysis and Management. St. Louis: Facts and Comparisons; continual updates 3. Drug Interaction Facts (Tatro). St. Louis: Facts and Comparisons	1. <a href="http://www.MedicinesComplete.com">www.MedicinesComplete.com</a> 2. <a href="http://www.factsandcomparisons.com">www.factsandcomparisons.com</a> 3. <a href="http://www.lexi.com">www.lexi.com</a> - Lexi-Interact 4. <a href="http://www.ipharmacist.com">www.ipharmacist.com</a> 5. <a href="http://www.Micromedex.com">www.Micromedex.com</a> – Drug-Reax
NONPRESCRIPTION MEDICATION * Both references required	Most current issue	1. Patient Self-Care. (PSC). Ottawa: Canadian Pharmacists Association 2. Compendium of Self-Care Products. (CSCP). Ottawa: Canadian Pharmacists Association	1. <a href="http://www.pharmacists.ca">www.pharmacists.ca</a> - e-Therapeutics (suite)
MEDICAL DICTIONARY * Those listed or any equivalent professional medical dictionary	Within the last 15 years	1. Dorland's Illustrated Medical Dictionary 2. Dorland's Pocket Medical Dictionary 3. Stedman's Medical Dictionary 4. Stedman's Medical Dictionary-Health Professions and Nursing 5. Tabor's Medical Dictionary	1. <a href="http://www.dorlands.com">www.dorlands.com</a> 2. <a href="http://www.ipharmacist.com">www.ipharmacist.com</a>
PREGNANCY AND LACTATION	Within the last 3 years	1. Drugs in Pregnancy and Lactation by Briggs 2. Drugs during Pregnancy and Lactation by Christof Schaefer 3. Medications and Mother's Milk by Thomas Hale	1. <a href="http://www.lexi.com">www.lexi.com</a> - Lexi-Pregnancy and Lactation 2. <a href="http://www.ipharmacist.com">www.ipharmacist.com</a>
PEDIATRICS	Within the last 4 years	1. Pediatric Dosage Handbook. (Taketomo) Hudson: Lexi-Comp Inc. 2. British Columbia's Children's Hospital Pediatric Drug Dosage Guidelines. (Vancouver)	1. <a href="http://www.lexi.com">www.lexi.com</a> - Lexi-Pediatric Drugs 2. <a href="http://edreg.cw.bc.ca/BookStore/public/bookstore/">http://edreg.cw.bc.ca/BookStore/public/bookstore/</a> 3. <a href="http://www.ipharmacist.com">www.ipharmacist.com</a>
THERAPEUTICS	Within last 4 years	1. Therapeutic Choices. Ottawa: Canadian Pharmacists Association	1. <a href="http://www.pharmacists.ca">www.pharmacists.ca</a> – e-Therapeutics