

NOTICE OF LOCK AND LEAVE DESIGN

PHARMACY INFORMATION

Pharmacy Name		
Manager's Name		
Address		
City	Postal Code	PharmaCare Code
Telephone	Facsimile	
Planned Effective Date		

PHARMACY HOURS

<input type="checkbox"/> Pharmacist Present in Dispensary
<input type="checkbox"/> Posted Externally
Hours (Please List)

STORE HOURS

<input type="checkbox"/> Posted Externally
Hours (Please List)

Diagram Requirements

If a diagram has not already been submitted, please attach a diagram. The College requires the diagram to be to the scale of 1/4 inch equals 1 foot. **Faxed or photocopied diagrams are not acceptable.** The diagram must include the following:

- Complete detail of the type of "lock – and – leave" design to be used.
- Describe the method of physical barrier to prevent access to the dispensary, the Schedule II items in the professional service area and the Schedule III items in the professional products area. *See reverse for examples of barrier.*
- Location of the exempted codeine products within the professional service area. Must ensure they are inaccessible and not visible to the public.
- Merchandising plan (Planogram) of the professional products area, indicating the inaccessibility of all Schedule III items and/or listing those items that will be removed into the dispensary when a pharmacist is not present. Please see the current Drug Product Distribution Requirements when merchandising Schedule II and III products.
- Security provisions including type of alarm system and/or policy that restricts access to these areas to pharmacists only.

 Manager's Name (please print)

 Manager's Signature

Date _____

Lock and Leave Regulations (Bylaw 5, Section 29)

Operation without a pharmacist:

1. Except as described in Bylaw 5, Section 29, a community pharmacy must not be open for business unless a pharmacist is in the community pharmacy. The operation of a premises without the presence of a pharmacist may occur if the dispensary, the professional service area (Schedule II products), and the professional products area (Schedule III products) are not accessible to or available for use by any person and the following requirements have been met:
 - (a) the Registrar must be notified of the hours during which the pharmacist is present,
 - (b) a physical barrier must surround the dispensary, the professional service area,* and the professional products area,* and must be of a type that will preclude all access to this area by the public and anyone who is not a pharmacist,
 - (c) Schedule I, II, and III drugs in a storeroom must be inaccessible to anyone that is not a pharmacist, and
 - (d) hours when a pharmacist is on duty must be posted.
2. When the requirements of subsection 29 (1) have been met the following activities may be performed by anyone who is not a pharmacist:
 - (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,
 - (b) Dispensed prescriptions (if outside the barrier) may be given to a patient when the pharmacist is not present provided the requirements in section 44, Pharmacist/Patient Dialogue have been met. These drugs must not be directly accessible or visible to the public, and
 - (c) Orders from the drug wholesalers, containing Schedule I, II, and III drugs, may be received but must be kept secure and remain unopened.
3. After community pharmacy hours, the premises must be secured with suitable locks and alarms to detect unauthorised entry.

Examples of Physical Barriers

*Acceptable physical barriers must prevent all non-pharmacist access to Schedule II and III products in these areas. Currently in practice this is achieved by various methods: plexi-glass panels, removal of products into the dispensary, inaccessible aisles partitioned off with retractable doors, etc.