

# PHARMACY CLOSURE

Please take every precaution to ensure that all Schedule I, II and III drugs and the prescriptions and patient records in your care are transferred to another pharmacy under conditions of utmost security. Inventories of Schedule I, II and III drugs may be sold to another pharmacy or returned to a drug wholesaler and are not to be left in an unlicensed premises, such as retail establishments or private residence.

Please arrange for the transfer of your patient medication and prescription records to another pharmacy in your local area to ensure patients will have reasonable access to their pre-authorized prescription refills and patient identified materials.

It is important to record your closing inventory of narcotics, controlled drugs and benzodiazepines. The record should be complete, including nonprescription narcotic-containing products such as Frosst 222's, Tylenol No. 1 and Benylin with Codeine. The record of the inventory should be prepared in quadruplicate and signed by yourself and the manager of the pharmacy receiving the inventory. Please send the original copy to:

Compliance, Monitoring and Liaison Division  
Office of Controlled Substances  
Drug Strategy and Controlled Substances Program  
Health Canada  
Address Locator: 3502B  
Ottawa, Ontario K1A 1B9

Telephone: 613-954-1541 (for clarification purposes only)  
Facsimile: 613-957-0110

The second copy should be sent to the purchaser and the third to the College of Pharmacists. The fourth copy is retained by you for your own records.

This closing inventory of narcotics, controlled drugs and benzodiazepines is important for both the closing pharmacy and the purchaser as a physical record to ensure both pharmacists are protected with documentation regarding the inventory transferred as of that particular date. The final audit of inventory on hand as of that date with the purchaser's signature acknowledges that those quantities of narcotic, controlled drugs and benzodiazepines were received from you and entered into his/her inventory.

If the premises you are vacating are no longer to be used as a pharmacy, all references to "pharmacies, drug stores, drugs, etc." must be removed from internal and external signs.

*Our Mission: To protect the public by ensuring that College registrants provide safe and effective pharmacy care to help people achieve better health.*





PHARMACARE PHARMACY CODE	PHARMACY NAME		
PHARMACY ADDRESS			
PHARMACY TELEPHONE #	PHARMACY MANAGER'S NAME	MANAGER'S TELEPHONE # (AFTER CLOSURE)	
CONTACT NAME FOR BUILDING ACCESS			BUILDING ACCESS CONTACT #
PHARMACY <input type="checkbox"/> CLOSING <input type="checkbox"/> HAS CLOSED	DATE OF CLOSURE	BUILDING WILL BE <input type="checkbox"/> RE-OCCUPIED <input type="checkbox"/> DEMOLISHED	DATE
WILL THE PHARMACY CLOSE WITHIN THE NEXT 20 DAYS? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>IMPORTANT:</b> If less than 20 days remain before the closure of the pharmacy, the modem, router and any associated cables must be returned to Common IT Services (CITS). PharmaCare will send you a <i>Return of PharmaNet Modem, Router and Cables</i> form (HLTH 5344). Please complete the form and include it with the equipment being returned to CITS.			

**Please FAX this document to PharmaCare Information Support at 250 405-3599**

If you have any questions regarding the closure of your pharmacy as it relates to PharmaNet equipment, please call the PharmaNet Helpdesk and ask for PharmaCare Information Support or send an email to [HLTH.Pharmqasupport@hibc.gov.bc.ca](mailto:HLTH.Pharmqasupport@hibc.gov.bc.ca)