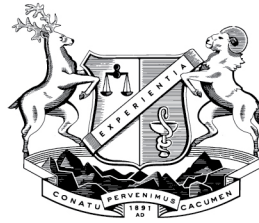


**PRE-OPENING/CHANGE IN LAYOUT
INSPECTION REPORT**
Telepharmacy (Community)

Form 10B
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College of Pharmacists
of British Columbia

1. TELEPHARMACY INFORMATION

Operating Name	Name on External Signage		Proposed Licensure/Completion Date	
			MMM	DD
			YYYY	
Telepharmacy Address	City	Province	Postal Code	Phone Number
		BC		
Email Address	Website			Fax Number
Type of Pharmacy Application for this Pre-Opening Report				
<input type="checkbox"/> New Telepharmacy Community Pharmacy Licence <input type="checkbox"/> Change in Layout (Renovation)				

2. CENTRAL PHARMACY INFORMATION

Operating Name				Pharmacy Licence Number
Pharmacy Address	City	Province	Postal Code	Phone Number
		BC		
Email Address	Website			Fax Number

3. PHARMACY SERVICES

TYPE	SUBTYPE	YES		NO		TYPE	YES		NO		If "YES", PROVIDE ADDITIONAL INFORMATION
OPIOID AGONIST TREATMENT	Methadone (Maintenance)					RESIDENTIAL CARE SERVICES					Facility Name & Number of Beds:
	Oral Morphine										
	Buprenorphine & Naloxone (Suboxone)										
	Injectable Opioid Agonist (iOAT)										
COMPOUNDING	Non-Sterile Preparation					CENTRALIZED PRESCRIPTION PROCESSING SERVICES PROVIDED TO					Provide the name(s) of the pharmacy(ies) that your pharmacy prepares/processes prescriptions/drug orders for:
	Sterile, Non-Hazardous										
	Sterile, Hazardous										
OTHER	Injection & Intranasal Drug Administration					OUTSOURCED PRESCRIPTION PROCESSING SERVICES RECEIVED FROM					Provide the name(s) of the pharmacy(ies) that prepare/process prescriptions/drug orders for your pharmacy:
	No Public Access*										
	Schedule 1A drugs On-Site										
	Internet Pharmacy										

*Check 'No' if you are a pharmacy that is open to the public.



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4. HOURS OF OPERATION

TYPE	MON	TUE	WED	THU	FRI	SAT	SUN	STAT
TELEPHARMACY								
Telepharmacy Hours [‡]								
Pharmacy Hours [§]								
Lock & Leave Hours								
CENTRAL PHARMACY								
Pharmacy Hours								
Lock & Leave Hours								

[‡]When a full pharmacist at the central pharmacy is supervising pharmacy services performed at a telepharmacy through real time audio and visual observation.
[§]When a full pharmacist is physically present on duty at the telepharmacy

5. TELEPHARMACY ROSTER*

STAFF	REGISTRATION #	FIRST NAME/INFORMAL NAME	LAST NAME	REGISTRATION CLASS
Pharmacy Manager				<input checked="" type="checkbox"/> Pharmacist <input type="checkbox"/> Pharmacy Technician
Staff #1				<input type="checkbox"/> Pharmacist <input type="checkbox"/> Pharmacy Technician
Staff #2				<input type="checkbox"/> Pharmacist <input type="checkbox"/> Pharmacy Technician
Staff #3				<input type="checkbox"/> Pharmacist <input type="checkbox"/> Pharmacy Technician

*Include all registrant staff who may be providing pharmacy services or performing inspections/audits at the telepharmacy at any time

6. INFORMATION OF THE PERSON WHO COMPLETED THE NEXT SECTION

Last Name	First Name	Completion Date
Relationship to the Pharmacy <input type="checkbox"/> Pharmacy Manager <input type="checkbox"/> Owner (Registrant) <input type="checkbox"/> Owner (Non-Registrant) <input type="checkbox"/> College Inspector		
Email Address of the Person Named above	Phone Number of the Person Named above	Fax Number of the Person Named above
<input type="checkbox"/> I hereby declare that the information provided above including the accompanying digital evidence is current, true and correct to the best of my knowledge. If any of the above information is found to be false, untrue, misleading or misrepresented, I am aware that I may be referred to the Inquiry Committee and the pharmacy licence may not be issued.		
Signature	Date	
	MMM DD YYYY	

The College collects personal information on this application form to process the application and administer the College's related activities. The collection of this information is authorized under section 26(c) of the *Freedom of Information and Protection of Privacy Act* (the Act). The College is authorized to use this information as per section 32(a) of the Act and may also disclose information in other circumstances when authorized by the Act or other legislation. Further information regarding the collection, use and disclosure of personal information can be found in the privacy policy posted on the College website: <https://www.bcpharmacists.org/privacy>. Should you have any questions about the collection, use or disclosure of this information, please contact our Privacy Officer at: privacy@bcpharmacists.org or 778-330-0969.

CPBC USE ONLY

Approved by: _____ Approved date: _____	
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6. PRE-OPENING/CHANGE IN LAYOUT INSPECTION

Confirm whether your new telepharmacy currently complies with each of the following requirements.

- If compliant, mark “✓” under the “Compliant” column **AND** submit digital evidence (e.g. photos/videos) using this [Powerpoint template \(Telepharmacy\)](#) along with this Pre-Opening Inspection Report to the Licensure Department at licensure@bcpharmacists.org. Refer to the “[Pre-Opening Inspection Report and Digital Evidence](#)” section and [Appendix B](#) in the *Pharmacy Licensure Guide* for more information (e.g. requirements and recommended content for digital evidence).
- If not applicable, enter “N/A” under the “Compliant” column and provide the reason in the comment field.

External to Dispensary

#	Item	Compliant	Comment	CPBC Use
1a	External view of the pharmacy (street view including the external signage)			
1b	Hours of operation sign			
1c	Professional products area for schedule 3 drugs			
1d	Lock-and-Leave barriers (if the premises is open for business while the pharmacy is closed) OR N/A			
1e	Signage at 25 feet from dispensary to visually distinguish the professional products area from the remaining areas of the premises OR N/A			
1f	“Medication Information” Sign OR N/A			
1g	Separate Injection Room for iOAT OR N/A <ol style="list-style-type: none"> 1. Stainless steel table 2. Chair 3. Secure container for sharps 4. Sink 5. Soap 6. Hand sanitizer 7. Antiseptic cleaning wipes 8. Paper towel in a dispenser 9. Security Camera 			

Dispensary

#	Item	Compliant	Comment	CPBC Use
2a	Dispensary area			
2b	Gate/door at the entrance into the dispensary			
2c	Placeholder for College license			
2d	Professional service area for Schedule 2 drugs			
2e	Patient consultation area			
2f	Dispensing counter and service counter			
2g	Computer terminals for prescription processing			
2h	Shelving			



#	Item	Compliant	Comment	CPBC Use
2i	Double stainless steel sink			

Security

#	Item	Compliant	Comment	CPBC Use
3a	<input type="checkbox"/> Locked metal safe OR <input type="checkbox"/> Safe declaration			
3b	Security camera system AND Surveillance signage			
3c	Motion sensors			
3d	Monitored alarm OR N/A			
3e	Physical barriers OR N/A			
3f	Locked area for sharps containers (for iOAT) OR N/A			

----- Do not complete the sections below if you are submitting a *Change in Layout* application -----

Equipment and References

#	Item	Compliant	Comment	CPBC Use
4a	Equipment (General): <ol style="list-style-type: none"> 1. Telephone 2. Fax machine 3. Rx balance and calibration tools 4. Glass graduate(s) 5. Mortar 6. Pestle 7. Spatula 8. Funnel 9. Stirring rod 10. Ointment slab/ parchment paper 11. Counting tray 12. Soap in a dispenser 13. Paper towels in a dispenser 14. Plastic/metal garbage containers 15. Plastic lining 			
4b	Equipment (Electronic Recordkeeping) <ol style="list-style-type: none"> 1. Device for inputting/creating coloured electronic records (e.g. scanner) 2. Backed up records storage area OR N/A = Not storing prescriptions electronically			
4c	Rx filing supplies (e.g. folders/binders)			
4d	Equipment (Cold Chain) <ol style="list-style-type: none"> 1. Refrigerator 2. Digital thermometer/temperature monitoring system 3. Temperature log/record 			



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#	Item	Compliant	Comment	CPBC Use
4e	Equipment (Methadone) <ol style="list-style-type: none"> 1. Calibrated device 2. Auxiliary labels 3. Containers for daily dose 4. Patient/Rx Log OR N/A			
4f	Equipment and Supplies (iOAT) <ol style="list-style-type: none"> 1. Needles for patient self-injection 2. Tourniquets 3. Alcohol swabs 4. Bandages 5. Cotton swabs 6. Naloxone and related supplies 7. Breathalyzer 8. Pulse oximeter 9. Blood pressure monitor 10. Oxygen 11. Bag valve mask 12. Disinfectant 13. Injectable Hydromorphone Part-Fill Accountability Log OR N/A			
4g	References (CPBC) <ol style="list-style-type: none"> 1. Pharmacy legislation 2. CPBC Professional Practice Policies 3. ReadLinks 			
4h	References (General) <ol style="list-style-type: none"> 1. Compendium 2. Complementary/ Alternative 3. Dispensatory 4. Drug Interactions 5. Nonprescription Medication (2x) 6. Medical Dictionary 7. Pregnancy and Lactation 8. Pediatrics 9. Therapeutics 			
4i	References (if applicable) <ul style="list-style-type: none"> <input type="checkbox"/> Opioid Agonist Treatment <ul style="list-style-type: none"> o PPP-66 Policy Guide o BCCSU o CAMH o Monograph <input type="checkbox"/> Veterinary <input type="checkbox"/> Psychiatric <input type="checkbox"/> Geriatric <input type="checkbox"/> Compounding OR N/A			

Prescription

#	Item	Compliant	Comment	CPBC Use
5a	Prescription hardcopy (i.e. the label/paper attached to the original prescription, which contains prescription information generated after transmitting to PharmaNet)			
5b	Marked prescription (sample)			



Confidentiality

#	Item	Compliant	Comment	CPBC Use
6a	<input type="checkbox"/> Shredder OR <input type="checkbox"/> Contract with a document destruction company			
6b	Offsite storage contract OR N/A			

Inventory Management

#	Item	Compliant	Comment	CPBC Use
7a	Drug receiving area			
7b	Storage area for non-usable and expired drugs			

Dispensed Products

#	Item	Compliant	Comment	CPBC Use
8a	Prescription product label 1. Single-entity product 2. Multiple-entity product			
8b	Filling supplies (e.g. vials and bottles including caps)			

Pharmacy Manager's Responsibilities

#	Item	Compliant	Comment	CPBC Use
9a	Staff identification (e.g. Name tag/badge, apparel)			
9b	Policy & procedure manual			

Central Pharmacy

#	Item	Reference and Requirements	Compliant	Details (Mandatory field)	CPBC Use
10a	Tool/technology enabling direct supervision on dispensary activities	<p>PODSA Bylaws s.31.1(1)(a) A telepharmacy must not remain open and prescriptions must not be dispensed without a full pharmacist physically present on duty at a telepharmacy, unless a full pharmacist at the central pharmacy is engaged in direct supervision of the telepharmacy in accordance with the <i>Telepharmacy Standards of Practice</i>.</p> <p>PODSA Bylaws Definitions "direct supervision" means real time audio and visual observation by a full pharmacist of pharmacy services performed at a telepharmacy consistent with a pharmacy manager's responsibilities as set out in subsection 18(2).</p> <p>HPA Bylaws Schedule F Part 6 s.3 "supervising pharmacist" means (a) the manager of a central pharmacy, (b) a full pharmacist employed at the central pharmacy responsible for providing direct supervision of pharmacy services in a telepharmacy, or (c) a full pharmacist who is physically present on duty at the telepharmacy.</p> <p>HPA Bylaws Schedule F Part 6 s.4(3) A supervising pharmacist must be able to engage in direct supervision of the provision of pharmacy services at a telepharmacy independent of any action of or request by persons performing those services.</p>		<p>Name of tool/technology:</p> <p>Describe in details how compliance is met:</p>	



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#	Item	Reference and Requirements	Compliant	Details (Mandatory field)	CPBC Use
10b	Tool/technology used for transmitting prescription and personal health information between sites	HPA Bylaws Schedule F Part 6 s.6(2) Each telepharmacy and central pharmacy must maintain a secure connection to the central pharmacy for transmission of prescription and personal health information		Name of tool/technology: Describe in details how compliance is met:	
10c	Tool/technology used for processing prescriptions at the central pharmacy for prescriptions received at the telepharmacy	PODSA Bylaws s.31.1(9) All transactions in PharmaNet must be distinguishable between the central pharmacy and telepharmacy. HPA Bylaws Schedule F Part 6 s.6(1) All prescription processing must occur at the central pharmacy unless a full pharmacist is physically present on duty at the telepharmacy.		Name of tool/technology: Describe in details how compliance is met:	
10d	Tool/technology enabling direct supervision on product final check	PODSA Bylaws s.31.1(1)(a) A telepharmacy must not remain open and prescriptions must not be dispensed without a full pharmacist physically present on duty at a telepharmacy, unless a full pharmacist at the central pharmacy is engaged in direct supervision of the telepharmacy in accordance with the <i>Telepharmacy Standards of Practice</i> . HPA Bylaws Schedule F Part 6 s.3 “supervising pharmacist” means (a) the manager of a central pharmacy, (b) a full pharmacist employed at the central pharmacy responsible for providing direct supervision of pharmacy services in a telepharmacy, or (c) a full pharmacist who is physically present on duty at the telepharmacy. HPA Bylaws Schedule F Part 6 s.4(2)(a) A supervising pharmacist must be readily available at all times when a telepharmacy is open to provide direction and support to persons performing pharmacy services at the telepharmacy. HPA Bylaws Schedule F Part 6 s.4(4) Subject to subsection (5), telepharmacy staff may only perform the activities described in s. 4(1) of the Pharmacists Regulation while under direct, continuous real-time audio and visual observation and direction of a supervising pharmacist. HPA Bylaws Schedule F Part 6 s.4(5) Direct supervision does not require the supervising pharmacist to conduct real-time observation of a pharmacy technician performing work within his or her scope of practice.		Name of tool/technology: Describe in details how compliance is met:	
10e	Tool/technology enabling direct pharmacist/patient consultation	HPA Bylaws Schedule F Part 6 s.3 “supervising pharmacist” means (a) the manager of a central pharmacy, (b) a full pharmacist employed at the central pharmacy responsible for providing direct supervision of pharmacy services in a telepharmacy, or (c) a full pharmacist who is physically present on duty at the telepharmacy. HPA Bylaws Schedule F Part 6 s.4(2)(b) A supervising pharmacist must be readily available at all times when a telepharmacy is open to provide pharmacist/patient consultation. HPA Bylaws Schedule F Part 6 s.7 Unless a full pharmacist is physically present on duty at the telepharmacy, the supervising pharmacist must provide full pharmacist/patient consultation by real-time audio and visual link and otherwise in accordance with the requirements of Part 1 of Schedule F of the <i>Health Professions Act Bylaws</i> .		Name of tool/technology: Describe in details how compliance is met:	