

Site Assessment for Community Pharmacy Opening or Renovation

Pharmacy Name:

Address:

Phone Number:

Fax Number:

Email address:

Website:

Date of Assessment:

Assessment Completed By:

Scheduled Opening Date:

Approved to Open:

Pharmacy Hours	
Monday	<input type="text" value="Enter opening hours."/>
Tuesday	<input type="text" value="Enter opening hours."/>
Wednesday	<input type="text" value="Enter opening hours."/>
Thursday	<input type="text" value="Enter opening hours."/>
Friday	<input type="text" value="Enter opening hours."/>
Saturday	<input type="text" value="Enter opening hours."/>
Sunday	<input type="text" value="Enter opening hours."/>

Staff Information

Pharmacist(s)	Name	Registration No.
Pharmacy Manager	<input type="text" value="Enter pharmacy manager's name."/>	<input type="text" value="Enter number."/>
Pharmacist	<input type="text" value="Enter Pharmacist 1 name."/>	<input type="text" value="Enter number."/>
Pharmacist	<input type="text" value="Enter Pharmacist 2 name."/>	<input type="text" value="Enter number."/>
Pharmacist	<input type="text" value="Enter Pharmacist 3 name."/>	<input type="text" value="Enter number."/>
Pharmacist	<input type="text" value="Enter Pharmacist 4 name."/>	<input type="text" value="Enter number."/>

Registered Technician(s)	Name	Registration No.
Technician	<input type="text" value="Enter RPhT 1 name."/>	<input type="text" value="Enter number."/>
Technician	<input type="text" value="Enter RPhT 2 name."/>	<input type="text" value="Enter number."/>
Technician	<input type="text" value="Enter RPhT 3 name."/>	<input type="text" value="Enter number."/>
Technician	<input type="text" value="Enter RPhT 4 name."/>	<input type="text" value="Enter number."/>

Assistant(s)	Assistant(s)
<input type="text" value="Enter assistant name."/>	<input type="text" value="Enter assistant name."/>
<input type="text" value="Enter assistant name."/>	<input type="text" value="Enter assistant name."/>
<input type="text" value="Enter assistant name."/>	<input type="text" value="Enter assistant name."/>

Professional Service Area

	YES	NO	N/A
The professional service area of the pharmacy is easily identifiable and within sight of the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy is equipped with a private patient consultation area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy is wheel-chair accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule III drugs are located in the professional service area of the pharmacy adjacent to the dispensary and are only available when a pharmacist is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule II drugs are located within the dispensary (no public access) and are only available for sale after consultation with a pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

References

	YES	NO	N/A
The pharmacy has the required references as listed in the General Regulations to the PEI Pharmacy Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text" value="Enter comments on references."/>			

Dispensary

	YES	NO	N/A
External signage clearly identifies the pharmacy name and hours of operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy is equipped with a lock and leave barrier which prevents access to the dispensary when a pharmacist is not present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff wear a name badge clearly identifying their function in the dispensary to the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary has a floor area of sufficient size for safe and orderly operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary is clean, sanitary, organized, well-ventilated and well-lit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary has a sink with hot and cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary has a refrigerator with a thermometer capable of recording minimum and maximum temperatures and is in compliance with the National Vaccine Storage and Handling Guidelines for Immunization Providers 2015 (Public Health Agency of Canada.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a lockable cupboard or safe for narcotics and controlled substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exempted codeine products are located in the dispensary in an area not visible to the public. They are only available for sale after consultation with a pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

There is a clearly marked disposal area for expired drugs and devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The fax machine is located within the dispensary and out of public view.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a secure area on the premises where prescription files are stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a shredder on site or has a contract with a shredding company for disposal of personal information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary has cleaning supplies for hand-washing and cleaning of utensils and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a supply of light-sensitive vials with child-resistant caps, amber bottles, ointment jars and counting trays (one of which is dedicated to cytotoxic medications.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy is secured with an alarm system and locks to prevent and detect unauthorized entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Sterile Compounding

	YES	NO	N/A
The pharmacy has a dedicated room for sterile preparations including a certified laminar hood, sink with antibacterial soap and refrigerator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a dedicated are with minimal traffic flow for sterile compounding which is free of clutter and exterior packaging (cardboard boxes.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are gowns, masks, hair and shoe coverings, and sterile gloves for sterile preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has compounding supplies including needles, syringes, filters, alcohol, swabs, disposal containers and solutions for cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is proper documentation such as compounding logs, daily cleaning logs, air quality reports, quality control and laminar flow hood certification reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a policies and procedures manual addressing all aspects of the compounding operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Non-Sterile Compounding

	YES	NO	N/A
There is a dedicated area for compounding with cleanable surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are supplies for compounding such as: balance, ointment slab or parchment paper, metal spatula and non-metal spatula, mortar and pestle and graduated cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

The pharmacy should be aware of, and be preparing for the implementation of, the [NAPRA Model Standard for Pharmacy Compounding of Non-Sterile Preparations](#). A [guidance document](#) is available on the College website. Implementation of phase one is required by April 1, 2020.

Comments: