



Pharmacy Assessment Form

Do not send this form to the NB College of Pharmacists' office. Retain for audit purposes.

Name of Pharmacy: Certificate of Operation No.:

Street Address:

City: Province: Postal Code:

Telephone: Fax:

Pharmacy E-mail:

Pharmacy website:

Requirement	Yes	No-N/A (explain)
Pharmacists are readily identifiable to the public.		
The Certificate of Operation and all pharmacists' and pharmacy technicians' licences are current and on public display.		
All pharmacists and pharmacy technicians comply with professional development requirements for licensure including certification in First Aid/CPR and the 400 hour requirement when practicing in direct client care.		
Pharmacists who administer injections are certified to do so and have the systems in place which are required to support this service.		
Pharmacists are prescribing, as stipulated in the Regulations, within their scope of practice and maintaining records which include the client assessment, the circumstances and rationale for prescribing, any follow-up plan and any notification of the primary care provider.		
Pharmacists who are prescribing for Minor Ailments have completed and attested to the orientation and an understanding of the legislation and their responsibilities as required by the College.		
There are policies and procedures defined and reviewed regularly for preventing and handling medication incidents, including close calls.		



There is adequate reference material, appropriately suitable for the scope of practice, either paper or electronic, including internet access for the purpose of e-mail and research.		
The dispensary is accessible to the public in-person and by telephone where required for the type of service.		
The dispensary is designed to discourage entrance by unauthorized persons but encourage and facilitate discussion between a client and the pharmacist, where required for the type of service.		
There is a semi-private consultation area.		
There is a private consultation room which ensures patient privacy and confidentiality. (required by July 1, 2017)		
Clients are counselled on all new prescriptions and offered the opportunity for consultation with a pharmacist when procuring a refill of a prescription in accordance with the NB Pharmacy Regulations and Standards of Practice.		
The pharmacy premises are secured with suitable security measures (construction, locks and/or alarms and/or cameras) to prevent and detect unauthorized entry.		
Staff present in the dispensary after hours perform limited activities such as inventory control, distributive activities such as generating prescription labels, replenishing drug stock, 3 rd party billing, etc. and no activities requiring the presence of a pharmacist are performed.		
There is space in the dispensary for washing utensils used in the preparation, service, or storage of drugs where required for the type of service.		
The dispensing and compounding equipment and facilities are adequate and appropriate to support the services provided.		
There is adequate counter space for the prescription volume processed.		
There is a supply of hot & cold water adequate for the efficient operation of the pharmacy.		
The dispensary is kept clean, uncluttered and free from conditions that might injuriously affect its efficient operation or the drugs prepared therein.		



The refrigerators for the storage of drugs are functioning properly, clean and defrosted, have a thermometer to monitor temperature and are not accessible to unauthorized persons.		
Computer screens are positioned to prevent visibility by the public and unauthorized persons.		
Containers used for dispensing drugs are light and child resistant as required.		
The equipment for the receipt of electronic transmissions is located within a secure area to protect the confidentiality of the client information.		
There are sufficient containers for storing refuse in a sanitary manner.		
Systems are in place for disposal of information to ensure client confidentiality. (e.g. vials, paper, etc.)		
The dispensary is equipped with an adequate supply of drugs and medicines for the services provided.		
Drug products are compounded in accordance with recognized professional standards with regards to composition, preparation, packaging and sterility of the final products, where applicable.		
There is appropriate security and storage of all Schedule I, II, and III drugs and controlled drug substances.		
There is an area for the storage and controlled distribution of drugs by a pharmacist as required by Schedule II and the Controlled Drug Substances Act.		
There is an area suitable for the storage or display of those drugs and medicines which should be distributed under the direct audio-visual supervision of a pharmacist as required by Schedule III.		
Controlled drugs, when stored in open shelf areas, are dispersed with regular inventory.		
Drug inventory is checked regularly for expired product and outdated drugs are stored securely and separately from regular inventory.		
Drugs are disposed of safely and controlled substances are disposed in accordance with the Controlled Drug Substances Act.		
Medications dispensed in compliance packaging conform to requirements with regard to packaging, labelling and storage.		
Any participation in central fill arrangements has been authorized by the College.		



Where methadone maintenance treatment is provided the pharmacy is registered with the College and the service is provided in accordance with the Methadone Practice Directive 2014.		
An electronic client profile is maintained for each person for whom a prescription medication is dispensed and contains information as required by NB Pharmacy Regulation 17.18.		
There is an organized system for filing prescription records which are retained for a period of two years in written format (where applicable) and thereafter written or electronically for a period of not less than 15 years.		
Records, either paper or electronic, are stored in a manner which is secure and ensures client confidentiality.		
In the event that prescriptions or drug products are transported or delivered, a method is used that is traceable and auditable and ensures the security and integrity of the product.		
Any advertising in relation to a pharmacist or provision of pharmacy services or the practice of pharmacy is in accordance with the NB Pharmacy Regulations (Section XIX).		

Pharmacy Manager (Certificate Holder)

I, (print name)

have read Section 20.2 of the NB Pharmacy Regulations and I understand my responsibilities as pharmacy manager as defined in the NB Pharmacy Act and Regulations.

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Signature of Pharmacy Manager (Certificate Holder)

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Date

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