



GUIDELINES

Pharmacist Not Present: Lock and Leave

Introduction

The "pharmacy" is defined as the dispensary and the professional services area (where scheduled drugs are sold). Any part of the store premises that cannot be separated from the pharmacy by a physical barrier is considered part of the pharmacy, according to the new Pharmacy Act. Every pharmacy, by law, shall be under the personal supervision of a pharmacist or certified dispenser who is present in the pharmacy.

If the "front store" can be separated from the pharmacy by an approved physical barrier, the front store will no longer be considered as part of the pharmacy and it may remain open to the public during times when the pharmacy is closed and the pharmacist is not present. Signatures should be obtained, when possible, from the patient or the patient's agent upon delivery of all prescriptions.

Guidelines

Pharmacy managers wishing to operate their front stores during times when the pharmacy is closed may do so as outlined in the Pharmacy Act of Nova Scotia and the Regulations, which includes the following conditions:

Pharmacy managers wishing to operate their front stores during times when the pharmacy is closed may do so as outlined in the Pharmacy Act of Nova Scotia and the Regulations, which includes the following conditions:

- The Nova Scotia College of Pharmacists and Inspectors must be notified through receipt of a completed "Application for Renovation of a Pharmacy" form and associated fee that the pharmacy is operating in a "lock and leave" manner.
- The physical barrier separating the pharmacy from the front store shall completely surround the dispensary, all prescription records, all shelves, displays and fixtures containing scheduled drugs (including Schedule III drugs) and shall effect complete security of the pharmacy during periods of closure. This barrier, which must be approved by the NSCP, may be a wall of 7 feet in height, a sliding 7 foot barrier or it may consist of an alternate mode of securing the pharmacy and scheduled drugs, as approved by the Council.

- No person, except a member, shall have access to the pharmacy, no contents of the pharmacy shall be offered for sale and no person may perform any professional service in the pharmacy while the pharmacy is closed.
- No scheduled drugs, including Schedule III drugs, shall be available/accessible to the public during periods of pharmacy closure. These products must be behind the approved barrier.
- During times when the pharmacy is closed, the front store employees may:
 - a) release to patients, dispensed prescriptions that have been left in a secure and private location in the front store, accessible to employees outside the pharmacy only if the patient has requested the pharmacist or certified dispenser to do so, adequate steps have been taken to protect the confidentiality of any information respecting the patient, adequate steps have been taken to ensure the correct identification of the patient before turning over the prescription to the patient, and the pharmacist/certified dispenser who leaves the prescription to be picked up by the patient has ensured that the patient has been previously counselled concerning the drug therapy.
 - b) receive orders from drug wholesalers containing scheduled drugs provided the containers are not opened and kept in a secure location.
- Signage shall be such that the public is clearly aware that the pharmacy and the front store have distinct hours of operation. These hours shall be regular and consistent and posted in a prominent place at the dispensary, at the public entrances to the store and, where the pharmacy is located in larger premises, at the public entrances to those premises.