

The pharmacy manager's role is critical to ensure that appropriate policies and practices are established and implemented in the pharmacy for the optimal care and safety of its patients. The Nova Scotia Pharmacy Regulator (NSPR) routinely interviews pharmacy managers to ensure that they are fully aware of their role and responsibilities as described in the legislation, and to provide them with an opportunity to ask any questions about their role.

Pharmacy Information			
Pharmacy Name		NSPR Licence # (pharmacy)	
Pharmacy Address			
Pharmacy Manager Name		NSPR Licence #	
NSPR Inspector Name		Date (mm/dd/yy)	

I have reviewed the responsibilities of the pharmacy as described in the following legislation:	
Pharmacy Regulations s. 30 (1)(b), 32, 36 (1-4), 39 (1)	<input type="checkbox"/>
<u>NSPR Bylaws</u>	
Statement of Disclosure Reporting Offenses s. 51 (specifically 51.2)	<input type="checkbox"/>
Renewing Pharmacy Licence: s. 62	<input type="checkbox"/>
Notifying the NSPR of Change in Status of Pharmacy Manager: s. 63	<input type="checkbox"/>
Applying for New Pharmacy Licence on Replacement of Pharmacy Manager: s. 64	<input type="checkbox"/>
Qualifications of Pharmacy Manager: s. 83.1	<input type="checkbox"/>
Responsibilities of the Pharmacy Manager: s. 84.1, 84.2	<input type="checkbox"/>

Reporting conduct of concern to the Regulator: s. 84.3	<input type="checkbox"/>
Changes: s. 85.1	<input type="checkbox"/>
Persons permitted in Dispensary and Pharmacy: s. 89	<input type="checkbox"/>
Security: s. 90	<input type="checkbox"/>
Closing a Pharmacy: s. 67	<input type="checkbox"/>

<u>Policies, Positions, and Guidelines</u>		
<p>I have reviewed the Policies, Position Statements, and Guidelines of the NSPR and am aware that I am responsible for the development, maintenance, and enforcement of policies and procedures in the pharmacy to ensure that the pharmacy operates in compliance with them. (Choose N/A if not applicable to the pharmacy)</p> <p><i>Note: The list below is not an exhaustive one. Pharmacy managers should ensure that they are aware of the requirements in all NSPR Policies, Position Statements, and Guidelines.</i></p>	YES	N/A
Automated Pharmacy Systems	<input type="checkbox"/>	<input type="checkbox"/>
Compliance Packaging	<input type="checkbox"/>	
Delivery of Prescriptions	<input type="checkbox"/>	
Destruction of Unusable and Expired Controlled Drugs and Substances	<input type="checkbox"/>	
Inventory Management of CDSA and Z-Drugs-I understand that I must conduct a narcotic count upon taking up the position of Pharmacy Manager.	<input type="checkbox"/>	
Patient Records	<input type="checkbox"/>	
Pharmacy Reference Requirements	<input type="checkbox"/>	

Pharmacist Not Present: Lock and Leave	<input type="checkbox"/>	<input type="checkbox"/>
Record Retention: Electronic Storage of Prescriptions	<input type="checkbox"/>	
Refrigeration of Drugs, Vaccines, and Biologics	<input type="checkbox"/>	
Releasing Medications to Patients and their Agents	<input type="checkbox"/>	
Temporary Pharmacy Closures	<input type="checkbox"/>	

<u>Standards of Practice</u>		
I have reviewed the Standards of Practice of the NSPR, and I am aware that I am responsible for the development, maintenance, and enforcement of policies and procedures in the pharmacy to ensure that the pharmacy operates in compliance with them. (Choose N/A if not applicable to the pharmacy)	YES	N/A
NAPRA Model Standards of Practice for Sterile Compounding (including Hazardous if applicable):	<input type="checkbox"/>	<input type="checkbox"/>
Standards of Practice: Non-Sterile Compounding (Note: all pharmacies in Nova Scotia are expected to be prepared to compound basic non-sterile compounds traditional to community pharmacy practice)	<input type="checkbox"/>	
Standards of Practice: General Pharmacy Practice	<input type="checkbox"/>	
Standards of Practice: Drug Therapy for the Treatment of Opioid Use Disorder	<input type="checkbox"/>	
Standards of Practice: Drug Administration	<input type="checkbox"/>	
<ul style="list-style-type: none"> I confirm that registrants providing drugs by administration hold a valid Drug Administration by Injection Permit. 	<input type="checkbox"/>	<input type="checkbox"/>
Standards of Practice: Continuous Quality Assurance Programs in Community Pharmacies	<input type="checkbox"/>	
Standards of Practice: Centralized Prescription Processing	<input type="checkbox"/>	<input type="checkbox"/>
Standards of Practice: Prescribing Drugs	<input type="checkbox"/>	

Standards of Practice: Testing	<input type="checkbox"/>	
Supplemental Standards of Practice for Schedule II and III Drugs	<input type="checkbox"/>	
I am aware that I am responsible for ensuring that all pharmacy staff are kept informed about communications that come from the NSPR, including when there are changes to standards and policies that impact pharmacy practice.	<input type="checkbox"/>	
I am aware that I am responsible for ensuring that all individuals that work in the pharmacy are appropriately licensed and insured.	<input type="checkbox"/>	

Pharmacy Manager Declaration:			
<p>I declare that I have reviewed the legislation, standards, and policies and requirements referenced in this document and that I am aware that I am responsible for the development, maintenance, and enforcement of policies and procedures in the pharmacy to ensure that the pharmacy operates in compliance with them.</p> <p><i>(Note: Making a false declaration is considered professional misconduct and could be subject to the professional conduct process)</i></p>			
Signature of Pharmacy Manager:		Date (mm/dd/yy)	
I understand that typing my name in this field constitutes a legal signature.			