

College of Pharmacists of British Columbia



PHARMACY LICENSURE

DIGITAL EVIDENCE FOR PHARMACY PRE-OPENING INSPECTION REPORT (COMMUNITY)

Ensure that you read and understand the requirement(s) for each item in the *Pharmacy Pre-opening Inspection Report* before producing digital evidence. The digital evidence for each item must demonstrate that the item meets the requirements described in the legislation. Photographs and videos are acceptable formats as digital evidence for this purpose.

In order to avoid delays in processing your pharmacy application, the digital evidence must provide sufficient context for College staff to determine whether the requirements are met or not. Consider the recommendations after this page when producing digital evidence.

Use one of the following 3 options below to help the College staff identify the appropriate digital evidence for each item (Option #1 is recommended):

1. **Insert photos, videos and/or the URLs in this document:**
http://www.bcpharmacists.org/library/7_Forms/7-3_Pharmacy/9116-Pharmacy_Preopening_Digital_Evidence_Submission_Form.docx and submit the complete document along with the *Pharmacy Pre-opening Inspection Report*.
2. **Enter the original filename and/or the URL in the comment field** for each physical requirement on the *Pharmacy Pre-opening Inspection Report*. Submit the photos/videos as separate attachments along with the *Pharmacy Pre-opening Inspection Report*. See example below:

#	Item	Reference and Requirements	Compliant	Comment	CPBC Use
9a	Name badge	<i>PODSA Bylaws s.3(2)(m)</i> A manager must ensure that each individual working in the pharmacy wears a badge that clearly identifies the individual's registrant class or other status.	✓	IMG_0330.jpg	

3. **Rename the filename of each photo/video** to include the item number and item name found in the *Pharmacy Pre-opening Inspection Report* before submitting them as separate attachments along with the *Pharmacy Pre-opening Inspection Report* (i.e. do not need to enter file name in the *Pharmacy Pre-opening Inspection Report*). See example below:

Pictures library

Test

Name	Date
IMG_0330.jpg	07/02/2008 11:33 AM
IMG_0331.jpg	07/02/2008 11:33 AM
IMG_0332.jpg	07/02/2008 11:33 AM
IMG_0333.jpg	07/02/2008 11:33 AM
IMG_0334.jpg	07/02/2008 11:33 AM

Pictures library

Test

Name	Date
9a Name Badge.jpg	07/02/2008 11:33 AM
IMG_0331.jpg	07/02/2008 11:33 AM
IMG_0332.jpg	07/02/2008 11:33 AM
IMG_0333.jpg	07/02/2008 11:33 AM
IMG_0334.jpg	07/02/2008 11:33 AM



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External to Dispensary

#	Item	Recommended Content
1a	External view of the pharmacy (street view including the external signage)	Show us <u>what</u> the pharmacy looks like from outside before entering into the pharmacy. Submit at least two photos: <ol style="list-style-type: none"> External view of the pharmacy - including the entrance to the pharmacy and the external signage (Best to take one photo from across the street. Otherwise, take one about 10-20 feet from the entrance.) Close-up of the external signage (Note: proof is acceptable if the actual external signage is not ready yet)
1b	Hours of operation sign	Show us <u>where</u> the sign(s) is posted and <u>what information</u> is included on the hours sign(s). Submit at least two photos: <ol style="list-style-type: none"> Location of the pharmacy hours sign(s) (e.g. step 5-10 feet away from the hours sign) Close up of the pharmacy hours sign(s) NOTE: If your pharmacy has lock-and-leave hours, take one additional picture of the business hours sign for the store (or include in the same picture as the pharmacy hours sign if possible)
1c	Professional products area for Schedule 3 drugs (+ Lock-and-Leave barriers if the premise is open for business while the pharmacy is closed) OR N/A	Show us <u>where (and how)</u> Schedule 3 drugs are stored. Take at least two pictures from different angles to show the Schedule 3 area. NOTE: If your pharmacy has lock-and leave hours, take at least one photo to show how Schedule 3 drugs are kept when the pharmacy is closed (e.g. a photo of the lock-and-leave panels covering the Schedule 3 drugs)
1d	Signage at 25 feet from dispensary OR N/A	If your pharmacy is not a “100% pharmacy”, show us <u>where</u> the signage is located. This signage is usually placed from the ceiling or above the OTC products at the 25 feet mark from the perimeter of the dispensary. Submit at least two photos: <ol style="list-style-type: none"> Take one from the dispensary, facing towards the store (ensure the back-facing of the signage can be seen in the photo) Take one facing the dispensary from 5-10 feet away (ensure the front-facing of the signage can be seen in the photo and part of the dispensary is included in the background)
1e	“Medication Information” Sign OR N/A	If your pharmacy is not a “100% pharmacy”, show us where the sign is displayed. (e.g. step 5-10 feet away from the sign)



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Dispensary

#	Item	Recommended Content
2a	Dispensary area	<p>Show us <u>what</u> the dispensary looks like from inside via a 360 degree view.</p> <ul style="list-style-type: none"> • Option 1 (for bigger dispensaries) - 4 photos: stand in the middle of the dispensary and take one photo for each side of the dispensary • Option 2 (for smaller dispensaries) - 2 photos: stand in the corner of the dispensary and take a photo that covers the most part of the opposite 3 sides of the dispensary. Then stand in the other corner, diagonally across from where photo #1 was taken, and take a photo that covers the most part of the opposite 3 sides of the dispensary. • Option 3 - 2 photos of 180 degree panorama pictures
2b	Gate/door at the entrance into the dispensary	<p>Show us <u>where</u> ALL the doors/gates to the dispensary area are located. Submit at least 2 photos of each door/gate to the dispensary:</p> <ol style="list-style-type: none"> 1. Take one about 5-10 feet from the outside of the dispensary (as if you were entering the dispensary). 2. Take one about 3-5 feet from the inside of the dispensary (as if you were leaving the dispensary).
2c	Placeholder for College license	<p>Show us <u>where</u> the College licence will be placed. Take one about 5-10 feet from the proposed location. You may place an empty frame or tape a blank piece of paper in the spot when taking the photo/video. Otherwise, explain in words where the exact location will be.</p>
2d	Professional service area for Schedule 2 drugs	<p>Show us <u>where</u> Schedule 2 drugs are stored, including exempted codeine products.</p>
2e	Patient consultation area	<p>If the patient consultation area is a semi-private area with suitable barriers, show us <u>where</u> this area is located and <u>how privacy is ensured</u>. Submit at least 2 photos:</p> <ol style="list-style-type: none"> 1. Take one about 5-10 feet from the outside of the dispensary (as if you were a patient approaching the consultation counter). 2. Take one about 3-5 feet from the inside of the dispensary (as if you were a pharmacy staff approaching the consultation counter). <p>If the patient consultation area is a private consultation room, show us <u>where</u> this room is located and <u>what the inside looks like</u>. Submit at least 2 photos:</p> <ol style="list-style-type: none"> 1. Take one about 5-10 feet from the door/entrance to the consultation room to show in context with respect to the location of the dispensary. 2. Take one at the door/entrance to the consultation room to show what the room looks like from inside.
2f	Dispensing counter and service counter	<p>Take multiple photos to show us all dispensing counter space within the dispensary, preferably from each end of the counter at a 45 degree angle.</p>
2g	Computer terminals for prescription processing	<p>Show us <u>where</u> each computer terminal for prescription processing is located. One photo may include more than one computer terminal. You may reuse some of the photos in 2(a) and 2(f).</p>



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#	Item	Recommended Content
2h	Shelving	Show us <u>where</u> non-Schedule 1A drugs (i.e. regular prescriptions drugs) are stored.

Security

#	Item	Recommended Content
3a	Secure storage space	Show us <u>where</u> the secure storage space is located, and show/explain in words to us <u>how the storage area is "separate", "distinct" and "secure"</u> .
3b	<input type="checkbox"/> Locked metal safe OR <input type="checkbox"/> Safe declaration	<p>If your pharmacy will store Schedule 1A drugs, show us <u>where</u> the time-delayed metal safe is located. Take a photo about 3-5 feet from the metal safe.</p> <p>If your pharmacy will NOT store Schedule 1A drugs, submit a signed copy of the safe declaration.</p>
3c	Security camera system AND Surveillance signage	<p>Security camera system – submit at least 2 photos:</p> <ol style="list-style-type: none"> 1. Take multiple photos to show us <u>where</u> all security cameras are located. One photo may include more than one security camera. 2. Take a photo of the monitor that displays the footage of all the cameras connected to the security system and <u>what</u> other information can be seen on the monitor. <p>Surveillance signage – Show us <u>where</u> the signage(s) is posted and <u>what information</u> is included on the signage(s). Submit at least two photos:</p> <ol style="list-style-type: none"> 1. Location of the signage (e.g. step 5-10 feet away from the sign). 2. Close up of the signage.
3d	Motion sensors	Show us <u>where</u> each motion sensor is located. One photo may include more than one motion sensor. You may reuse some of the photos in 3(c) if they are located in the same areas.
3e	Monitored alarm OR N/A	Show us <u>where</u> the alarm panel is located. Take a photo 5-10 feet from the alarm panel.
3f	Physical barriers OR N/A	If your pharmacy is accessible to non-registrants when no full pharmacist is present, show us <u>how drugs and personal health information are secured</u> by physical barriers (i.e. if your pharmacy uses a gate, take at least a photo with the gate closed and the side of the gate that will be locked).

Equipment and References

#	Item	Recommended Content
4a	Double stainless steel sink	Show us <u>where</u> the sink is located. Take a photo 5-10 feet from the sink.
4b	Equipment: <ol style="list-style-type: none"> 1. Telephone 2. Refrigerator 3. Rx filing supplies 4. Rx balance 	<ul style="list-style-type: none"> • For telephone, refrigerator, and fax machine, show us <u>where</u> this equipment is located (i.e. take a photo 5-10 feet away). You may reuse some of the previous photos.



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#	Item	Recommended Content
	<ol style="list-style-type: none"> 5. Metric weights 6. Glass graduates 7. Mortar 8. Pestle 9. Spatulas 10. Funnels 11. Stirring rods 12. Ointment slab/ parchment paper 13. Counting tray 14. Disposable drinking cups 15. Soap dispenser 16. Paper towel dispenser 17. Plastic/metal garbage containers 18. Plastic lining 19. Fax machine 	<ul style="list-style-type: none"> • For others, show us that your pharmacy has the equipment. You may submit one photo per piece of equipment or multiple pieces of equipment (not necessarily all) in one photo.
4c	Equipment (Cold Chain) <ol style="list-style-type: none"> 1. Thermometer 2. Temperature log 	<ul style="list-style-type: none"> • Thermometer – show us <i>what information</i> is included on the display of the thermometer when it is turned on and <i>where</i> the thermometer is kept. You may use the same photo as the refrigerator if the photo clearly shows the display screen of the thermometer. • Temperature log – show us the template (file document instead of photos/videos is acceptable).
4d	Equipment (Methadone) OR N/A <ol style="list-style-type: none"> 1. Calibrated device 2. Auxiliary labels 3. Containers for daily dose 4. Patient/Rx Log 	<p>Show us your pharmacy has the equipment. You may submit one photo per piece of equipment or multiple photos of multiple pieces of equipment in one photo.</p> <p>NOTE: Patient-Prescription Log – show us the template (file document instead of photos/videos is acceptable).</p>
4e	References (CPBC) <ol style="list-style-type: none"> 1. BC Pharmacy Practice Manual 2. ReadLinks 	<p>Show us your pharmacy has either a hard copy of or electronic access to the required references. You may submit one photo per reference or multiple photos of multiple references in one photo.</p>
4f	References (General) <ol style="list-style-type: none"> 1. Compendium 2. Complementary/ Alternative 3. Dispensatory 4. Drug Interactions 5. Non-Rx Medication 6. Medical Dictionary 7. Pregnancy & Lactation 	<p>See above</p>



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#	Item	Recommended Content
	8. Pediatrics 9. Therapeutics	
4g	References (if applicable) OR N/A <input type="checkbox"/> Veterinary <input type="checkbox"/> Psychiatric <input type="checkbox"/> Geriatric <input type="checkbox"/> Specialty compounding <input type="checkbox"/> Methadone <ul style="list-style-type: none"> <input type="checkbox"/> PPP-66 <input type="checkbox"/> CSPBC <input type="checkbox"/> CAMH <input type="checkbox"/> Drug Monograph 	See above

Prescription

#	Item	Recommended Content
5a	Prescription hardcopy (i.e. the label/paper attached to the original prescription, which contains prescription information generated after transmitting to PharmaNet)	Show us <i>what information</i> is included on the label/paper that you will be attaching to each prescription after transmitting to PharmaNet. You may run an offline dummy prescription or submit a proof from your software vendor.

Confidentiality

#	Item	Recommended Content
6a	<input type="checkbox"/> Shredder OR <input type="checkbox"/> Contract with a document destruction company	If your pharmacy will be: <ul style="list-style-type: none"> • shredding personal health information on-site, show us your pharmacy has the equipment and where this equipment is located. Take a photo 5-10 feet from the equipment. • storing personal health information somewhere temporarily before it is destroyed, take a photo of where this information will be kept (e.g. a "PHI" bin) • using a document destruction company for destroying patient confidential information, show us the contract with the company (file document instead of photos/videos is acceptable).
6b	Offsite storage contract OR N/A	If your pharmacy will be storing patient personal health information off-site, submit a copy of the contract with the storage company (file document instead of photos/videos is acceptable).



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Inventory Management

#	Item	Recommended Content
7a	Drug receiving area	Show us <u>where</u> the delivery driver of your wholesaler will be dropping off delivery orders.
7b	Drugs	Show us that your pharmacy has drugs stocked on the shelves inside the dispensary and is ready to provide dispensing services when authorized to open.
7c	Storage area for non-usable and expired drugs	Show us <u>where</u> non-usable and expired drugs will be stored. Take a photo 5-10 feet from this storage area.

Dispensed Products

#	Item	Recommended Content
8a	Prescription product label 1. Single-entity product 2. Multiple-entity product	Show us <u>what information</u> is included on the prescription product label. You may run an offline dummy prescription or submit a proof from your software vendor. Submit at least 2 photos: 1. A single entity BRAND NAME product (i.e. one active ingredient) 2. A multiple-entity BRAND NAME product (i.e. > one active ingredient)
8b	Filling supplies (e.g. vials and bottles including caps)	Show us your pharmacy has filling supplies.

Pharmacy Manager's Responsibilities

#	Item	Recommended Content
9a	Name badge	Show us <u>what information</u> is included on a name badge for each type of staff (if applicable): 1. Pharmacist 2. Pharmacy Technician 3. Pharmacy Assistant You may submit one photo per name tag, one photo of name tags by each type of staff, or all name tags in one single photo.
9b	Policy & procedure manual	Show us your pharmacy has written policies and procedures in place for specific topics. You may submit document files or at least one photo for each topic (i.e. photo of the "cover page" of the policy and procedure manual is not acceptable).