



# Newfoundland & Labrador Pharmacy Board

Apothecary Hall  
488 Water Street  
St. John's, NL A1E 1B3

[www.nlpb.ca](http://www.nlpb.ca)

Telephone (709) 753-5877 or 1-877-453-5877 (toll free)  
Fax (709) 753-8615  
e-mail [inforx@nlpb.ca](mailto:inforx@nlpb.ca)

## Pharmacy Self-Audit

Pharmacy Name		License #
Street Address (or P.O. Box)		
City/Town & Province		Postal Code
( )	( )	
Phone Number	Fax Number	Store Email Address
Date of Audit	Pharmacist-in-Charge	
Pharmacy Hours (indicating Lock & Leave hours if applicable:		
Pharmacy Computer Software Vendor:		
Does the Pharmacy provide Internet service to the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please provide internet address and homepage information:		

**In the checklist below place a check mark (✓) besides each statement indicating "C" for compliance, "NC" for non-compliance with requirements of Act and Regulations, and "NA" when not applicable.**

	C	NC	NA
<b><u>GENERAL</u></b>			
A diagram of the pharmacy is on file with NLPB and is current	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External signage clearly indicates the pharmacy name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The annual pharmacy licence is displayed in a conspicuous public place in the pharmacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Certificate of Registration with the NLPB for all pharmacists employed by the pharmacy are displayed in a conspicuous public place in the pharmacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Every employee of the pharmacy wears a badge identifying the person as an employee of the pharmacy and whether that person is a pharmacist, registered student, intern or other employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	C	NC	NA
Hours of operation are posted in a prominent place at the dispensary in the pharmacy and at the public entrance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A pharmacist is always present and personally supervises the dispensary when it is open to the public, including protecting the dispensary against unauthorized entry and theft or diversion of medication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><u>PHARMACY</u></b>			
If the dispensary is separated by an approved physical barrier from the rest of the premises (in accordance with the NLPB Standard of Pharmacy Practice " <i>Lock &amp; Leave in Community Pharmacies</i> "), the pharmacist in charge ensures that no one has unsupervised access to any scheduled drugs when the pharmacist is not present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After pharmacy hours, the pharmacy is secured with suitable locks and alarms to prevent and detect unauthorized entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a clearly marked product disposal area where expired drugs or devices, once removed from active stock, are kept pending proper disposal or authorization for return to supplier for disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The Professional Products Area of the pharmacy is easily identifiable and under the direct supervision of the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Schedule III drugs available to the public for self-selection are located within the professional products area of the pharmacy, immediately adjacent to the dispensary, in accordance with the " <i>Newfoundland and Labrador Provincial Drug Schedules</i> ".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All Schedule II drugs are located within an area of the pharmacy (the dispensary) to which there is no public access and no opportunity for self-selection and sold only after consultation with a pharmacist, in accordance with the " <i>Newfoundland and Labrador Provincial Drug Schedules</i> ".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exempted codeine products are located in the dispensary where they are not visible to the public and sold only after consultation with a pharmacist, in accordance with the NLPB Standard of Practice " <i>The Sale of Exempted Codeine Products in Community Pharmacies</i> ".	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Drugs or devices prescribed by the manufacturer to be used within a specified period of time or before a certain date are not available for sale once that period of time or date has passed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A patient consultation area is available where counselling and the provision of drug information may take place without being overheard by others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient medication records (prescription files) are stored on the pharmacy premises in a secure manner sufficient to protect patient confidentiality and accessible to pharmacy staff only and available for Inspections on request.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Individually initialed documentation of daily prescriptions and refills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**DISPENSARY**

	<b>C</b>	<b>NC</b>	<b>NA</b>
The dispensary is a well-defined area clearly identified to the public by “Dispensary”, “Prescriptions”, or words of like import	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The public has access to the dispensary at the counter and by telephone. The telephone number is listed in the local directory or will be in the next publication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary area is made inaccessible to the public by a locked entrance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary is sufficiently large and configured to allow for safe and proper storage of medications and compounding, preparation and dispensing of medication orders, taking into account the volume of business, the nature of the patients and their needs and the nature of the pharmacy’s business AND			
• is clean, sanitary, well-ventilated and well-lit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• contains sufficient drugs and devices to permit the provision of a full dispensary service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• includes a sanitary sink with hot and cold running water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• includes a secure refrigerator used exclusively for storing drugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• includes a source of heat for compounding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• includes a laminar flow hood and appropriate supplies if sterile products are prepared, and is inspected as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• includes a patient medication record system (“computerized patient profiles”)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• includes a printer, prescription numbering system and a system for filling prescriptions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• includes a fax machine located in a secure area of the pharmacy to which only Dispensary Staff have access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• includes a patient information disposal system (e.g., shredder) that protects patient confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary shall be adequately equipped to provide safe and proper compounding, dispensing and preparation of medication orders AND have at least:			
• an accurate prescription balance with a sensitivity reciprocal of 10mg (0.01 g)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• glass graduates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• metallic and non-metallic spatulas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• glass funnels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• glass stirring rods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• mortars and pestles (both glass and earthenware)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• ointment slab or pad	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• counting trays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Sufficient consumables such as containers, prescription and auxiliary labels* to permit a full dispensing service in accordance with the Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary has a library of <b>current</b> references relevant to medication compounding, dispensing, preparation of medication orders and to the provision of patient-oriented pharmacy services in accordance with the NLPB Standard of Pharmacy Practice “ <i>Required and Recommended Reference Materials for Community Pharmacists</i> ”.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please affix a prescription label here:**

**CERTIFICATION:**

*I am the Pharmacist-in-Charge currently licensed with the Newfoundland and Labrador Pharmacy Board.*

*I have personally inspected the named pharmacy and verify the above to be true.*

*I shall undertake to correct any deficiencies which have been noted during this self-audit.*

\_\_\_\_\_  
Pharmacist In Charge (Please Print)

\_\_\_\_\_  
Signature of Pharmacist in Charge

\_\_\_\_\_  
Date Signed

**FOR OFFICE USE:**

Routine

Renovation

Change of Location

Follow up/Special

New Pharmacy