

NEWFOUNDLAND AND LABRADOR PHARMACY BOARD

Standards of Pharmacy Practice



Lock and Leave for Community Pharmacies

Approved by the Newfoundland and Labrador Pharmacy Board October 3, 2004

1. "Lock and Leave," means an approved physical enclosure, which allows a period or periods of closure of the Professional Services Areas from the remainder of the premises.
2. "Professional Services", for the purposes of these Standards, means those services such as, but not limited to, dispensing prescriptions, selling Schedule II medications that may be sold only by a licensed pharmacist, and the education, consultation and counseling functions which may only be performed by a licensed pharmacist.
3. "Professional Services Area" means the area of a licensed pharmacy, which includes the dispensary, active prescription records and all shelves, displays or fixtures bearing Schedule I or II drugs.
4. Where a pharmacist-in-charge proposes to operate a Lock and Leave operation, he/she must first obtain approval of the Secretary-Registrar by applying in writing. This application shall specify the physical layout of the closure facilities, the times which the entire premises are open to the public, the proposed times of operation of the Lock and Leave, and the proposed times when professional services are available.
5. The Secretary-Registrar may approve a Lock and Leave operation when the applicant complies with the following conditions:
 - a) The times of operation of the Lock and Leave, and the times when professional services are available, shall be regular and consistent during the times when the remainder of the premises is open to the public.
 - b) Professional services must be available at least 36 hours per week.
 - c) All Schedule I and II drugs must be located within the Lock and Leave. Other drugs and medicines traditionally associated with the practice of pharmacy may also be located within the Lock and Leave.
 - d) During the period of closure of operation of the Lock and Leave, the Professional Services Area shall not be accessible to the public or non-professional staff, and:
 - i) No drugs located within the Lock and Leave, or any Schedule I or II drugs in the storage areas of the premises, may be sold or offered for sale, and
 - ii) Non-professional staff may not perform any professional services, or non-professional services that must be directly supervised by a licensed pharmacist.
6. When a Lock and Leave installation is closed, prescriptions, which have been previously dispensed in accordance with the provisions of the Act, Regulations and Bylaws may be stored for pick-up or delivery in a secured area outside the Lock and Leave. Such prescriptions must have attached appropriate information to the patient concerning the availability of the pharmacist for specific counseling regarding those prescriptions. The pick-up of prescriptions by patients, or the patient's agent, when a Lock and Leave installation is closed must be done in accordance with the Standards of Pharmacy Practice for Delivery of Prescriptions.
7. The Lock and Leave physical enclosure which separates the Professional Services Area from the remainder of the premises must be:
 - a) A wall composed of transparent, semi-transparent or opaque materials, or any combination thereof, at least five feet high with adequate doors to permit complete security during periods of closure, and to permit full access by the public to the Professional Services Area when professional services are available; or

- b) A sliding or folding wall in accordance with the height and material specifications in (a) above, which will completely surround and secure the Professional Services Area during the period of closure, and
 - c) A lockable entrance to the Lock and Leave enclosure, which prevents access by the public or non-professional staff, when a pharmacist is not in attendance.
8. Notwithstanding item 7 above, the Board may approve a non-permanent barrier that permits complete security during periods of closure to those products restricted to a Lock and Leave enclosure offered for sale on shelves outside that enclosure.
 9. Where the Secretary-Registrar does not approve a Lock and Leave installation, the applicant may appeal the decision to the Board for approval.
 10. Where an application for Lock and Leave installation is approved by the Secretary-Registrar or by the Board, the pharmacist-in-charge shall post a notice in a conspicuous area in the vicinity of the Professional Services Area specifying the times during which professional services will be provided.
 11. Where a pharmacist-in-charge proposes changes to the Lock and Leave, or the times during which professional services are provided, he/she shall first obtain the approval of the Secretary-Registrar by applying in writing and specifying the nature of the change.
 12. The Professional Services Area of all pharmacies which have not been approved for Lock and Leave shall be under the direct supervision of a licensed pharmacist at all times that the premises in which the pharmacy is located is open to the public.
 13. These standards of operation shall come into effect on January 1, 2005 and apply immediately to all new pharmacies which are licensed after January 1, 2005, or to any pharmacy which changes its location after January 1, 2005. Pharmacies existing prior to January 1, 2005 shall become fully compliant with these standards by January 1, 2006.