



PRINCE EDWARD ISLAND
COLLEGE OF PHARMACISTS

Member organization of National Association of Pharmacy Regulatory Authorities (NAPRA)

Community Pharmacy Opening/Renovation Audit

Date of Audit: _____

Pharmacy Information

Pharmacy Name							
Address							
City							
Postal Code			Telephone			Fax	
Pharmacy Hours	<u>Mon</u>	<u>Tues</u>	<u>Wed</u>	<u>Thurs</u>	<u>Fri</u>	<u>Sat</u>	<u>Sun</u>
e-mail							
Website							

Pharmacist(s) License Numbers

Pharmacist-In-Charge	
Pharmacist	
Pharmacist	
Pharmacist	

Technician(s) Registration Numbers



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Assistant(s)

Scheduled Opening Date	
Authorized to Open	<input type="checkbox"/> Yes <input type="checkbox"/> No
Audited By	
Date Audited	

Check the space provided if your location complies with the following, or if not compliant, indicate how requirements will be met.

	Compliance			Comments
	Yes	No	NA	
Professional Service Area				
The professional Service area of the pharmacy is easily identifiable and is within sight of the pharmacist				
Schedule III drugs are located in the Professional Service area of the pharmacy adjacent to the dispensary and are only available for self-selection when a pharmacist is present.				
Schedule II drugs are located within the dispensary (no public access) and only available for sale after consultation with a pharmacist.				
The pharmacy is equipped with a private patient consultation area.				



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Pharmacy is wheel chair accessible				
Dispensary				
Dispensary has a floor area of sufficient size for safe and orderly operations.				
External signage clearly identifies the pharmacy`s name and hours of operation.				
The site is equipped with Lock-and-Leave barrier which does not permit entry to the dispensary when a pharmacist is not present.				
All dispensary personnel wear an identifier for public recognition of their function in the dispensary.				
The pharmacy is secured with an alarm system and locks to prevent and detect unauthorized entry.				
There is a clearly marked product disposal area for expired drugs and devices.				
There is a lockable cupboard or safe for narcotics and controlled substances.				
Exempted codeine products are located in the dispensary, not visible to the public and only available for sale after consultation with a pharmacist.				
There is a secure area on the premises where patient records (prescription files) are stored.				



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The dispensary has cleaning supplies for hand washing and cleaning of utensils and equipment.				
The dispensary is clean, sanitary, organized, well-ventilated, and well lit.				
The pharmacy has a shredder on site or has a contract with a shredding company for disposal of personal information.				
There is a supply of light sensitive vials with child resistant caps, amber bottles, ointment jars; counting trays with one dedicated to cytotoxic medications.				
The fax machine is located within the dispensary and out of public view.				
The dispensary has a sink with hot and cold running water.				
The dispensary has a refrigerator with min/max thermometer and is in compliance and is in compliance with requirements				
Sterile Preparation				
Pharmacy has a dedicated room for sterile preparations including a certified laminar hood, sink with antibacterial soap, and refrigerator.				
Dedicated area has minimal traffic flow and kept free of exterior packaging (eg. cardboard boxes) and clutter.				



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Pharmacy has compounding supplies including: needles, syringes, filters, alcohol and swabs, and appropriate disposal containers and solutions for cleaning.				
There are gowns, masks, hair and shoe coverings and sterile gloves for sterile preparation areas.				
There is proper documentation such as compounding logs, daily cleaning logs, air quality reports, quality control, laminar flow hood certification reports.				
Pharmacy has a Policies and Procedures manual addressing all aspects of the compounding operation.				
General Compounding				
There is a dedicated area for compounding with cleanable surfaces.				
There are supplies for compounding including but not limited to the following: balance, ointment slab or parchment paper, metal spatula and non-metal spatula, mortar and pestle, and graduated cylinders.				
References				
The pharmacy has required references as per the PEI Pharmacy Act-General Regulations				



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Please affix sample prescription label below

I am a pharmacist currently licensed with the Prince Edward Island College of Pharmacists and 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.

Managing Pharmacist (please print)

Signature of Managing Pharmacist

Date: _____

Send completed forms to: *Send completed forms to: P.E.I College of Pharmacists, 375 TCH, PO Box 208, Cornwall, PE COA 1H0 or **by fax** to (902) 628-6946 or **scan and e-mail** to info@pepharmacists.ca*

FOR OFFICE USE:

Routine _____ **Follow-up/Special** _____ **Renovation** _____ **Relocation:** _____
Approved _____ **Action Plan Required** _____ **Re-inspection scheduled** _____