



Newfoundland and Labrador Pharmacy Board

Policy

Requirements When Renovating a Pharmacy / Dispensary

Approved November 26, 2010

Revised January 27, 2016

1. "Renovation" shall be interpreted to mean any physical alterations to the dispensary, patient consultation area(s), and/or the professional products area(s) of an existing pharmacy location. This includes alterations that enable separating the dispensary from the larger premises, i.e. "lock & leave" (in accordance with the *Standards of Pharmacy Operation*).
2. At least 15 days prior to initiating any renovations to the pharmacy/dispensary, the pharmacist-in-charge must submit a completed renovation application form, along with the associated fee, in accordance with the *NLPB Schedule of Fees*.
3. The application must be accompanied by a detailed diagram of the layout of the renovated pharmacy/dispensary.
4. Once the application has been reviewed and approved, the pharmacist-in-charge will be contacted to schedule an inspection of the completed renovations.

Please Note: The pharmacist-in-charge may be required to complete and submit a self-assessment of the renovated pharmacy/dispensary prior to the scheduled inspection. If so, the pharmacy will not be inspected until the self-assessment has been received and reviewed by NLPB staff.