



Newfoundland and Labrador Pharmacy Board

Policy

Licensing Requirements for Satellite Pharmacies in Rural Communities Without Conventional Pharmacy Service

Approved September 20, 1999

Revised February 17, 2012

Reviewed May 2016

Introduction

It is the intention of these guidelines to encourage to the expansion of pharmacy services to areas where conventional practice is not available at the time of application and to increase the accessibility to a pharmacist in those communities. It is meant to maximize the role of the pharmacist in responding to community needs in an ever changing system of health care delivery.

Licensing Requirements

1. All satellite pharmacies must be associated with a licensed (primary) pharmacy.
2. If a Pharmacist-in-Charge wishes to operate a satellite pharmacy, he/she shall provide the Board with a completed Application for Satellite Pharmacy Services at least **thirty (30) days** before the proposed opening date of the satellite pharmacy.
3. The application must be accompanied by a detailed diagram of the layout of the satellite pharmacy.
4. The application will be approved only where there is no existing licensed pharmacy operating within 30 km of the proposed satellite pharmacy site.
5. An inspection must be completed prior to the opening of the satellite pharmacy. The inspection date shall be scheduled in consultation with the Pharmacy Board office.
6. If the Pharmacist-in-Charge intends to close the satellite pharmacy, he or she must contact the NLPB Office as soon as possible for direction on how to proceed.
7. A satellite pharmacy must cease operation within sixty (60) days of being given notice by the Board that a Pharmacy Licence has been issued for a pharmacy within 30 km of the satellite pharmacy.

Operating Requirements

1. The pharmacist-in-charge of the primary pharmacy is responsible for all activity at the satellite pharmacy.
2. All Standards of Pharmacy Operation and Standards of Practice apply to the satellite pharmacy, unless specifically exempted from any of these Standards by the Board.
3. A prescription dispensed from the satellite pharmacy should have labelling that makes it distinguishable from a prescription dispensed from the primary pharmacy and include:
 - a) the telephone number of the primary pharmacy, and

- b) a unique identifier, attached to the prescription number, that indicates the drug has been dispensed from the satellite pharmacy.
- 4. The satellite pharmacy must use a computer system for filling prescriptions and maintaining patient profiles.
- 5. The satellite pharmacy must maintain its own narcotic and controlled drugs inventory and records.
- 6. The satellite pharmacy must carry sufficient inventory to meet the prescription needs of the community and the prescribing practices of local physicians.
- 7. The satellite pharmacy must have regular, posted hours, to a maximum of 16 hours per calendar week, unless otherwise approved by the Board.
- 8. If the primary pharmacy is outside the local telephone service area of the community in which the satellite pharmacy is located, the satellite pharmacy must make available toll-free telephone service to the primary pharmacy.
- 9. A sign must be posted at the dispensary counter of the satellite pharmacy notifying patients of:
 - a) the hours of the satellite pharmacy,
 - b) the affiliation with the primary pharmacy,
 - c) the hours of the primary pharmacy, and
 - d) the toll-free number patients may use to contact a pharmacist at the primary pharmacy when one is not available at the satellite pharmacy.