

This policy sets out requirements for pharmacy managers on complying with their responsibility under the *Pharmacy Operations and Drug Scheduling Act* (“PODSA”) Bylaws sections 18(2)(cc)(i) and 18(2)(dd)(i) as related to notification of anticipated and unanticipated pharmacy closures.

POLICY STATEMENTS:

Anticipated Pharmacy Closure (no more than 14 consecutive days)

The need for an anticipated pharmacy closure may arise in situations where, for instance, pharmacy owners and managers are unable to employ locum pharmacist staff to enable regular pharmacist staff to take vacation leave or to replace pharmacist staff who are unable to work due to urgent medical problems.

1. Notification Procedures

As outlined in PODSA Bylaws section 18(2)(cc)(i), pharmacy managers must notify patients and the public of the anticipated temporary closure at least 30 days prior to the start of the closure. In addition to the requirements in the PODSA Bylaws, the following notification procedures must also be followed when notifying the public:

- Provide notification to the public at least 30 days prior to the temporary closure start date (for example post signage at the store entrance with information on upcoming closure); and,
- At the time of closure, post signage at the store entrance and provide a telephone answering machine message advising the public about the closure including information on duration of closure, the location of the nearest pharmacy, and other information to assist with obtaining necessary pharmacy services during the closure period.

Unanticipated Pharmacy Closure (no more than 90 days)

The need for an unanticipated pharmacy closure may arise in unforeseeable situations where, for instance, a natural disaster such as flooding occurs and the pharmacy becomes temporarily inaccessible to the public.

2. Notification Procedures

As outlined in PODSA Bylaws section 18(2)(dd)(i), pharmacy managers must notify the registrar of closures. The following notification procedures must be followed:

- If the closure is over 14 days, notify the registrar by completing Form 4B and submitting it to the **CPBC Licensure Department** via email (licensure@bcpharmacists.org) as soon as possible at time of closure;
- If the premises is safe and accessible, post signage at the store entrance and provide a telephone answering machine message advising the public about the closure including information on duration of closure, the location of the nearest pharmacy, and other information to assist with obtaining necessary pharmacy services during the closure period, as soon as possible; and,

- Notify the registrar by completing Form 4B, at least 5 days before the pharmacy re-opens.