

## Alberta College of Pharmacy Floor Plan Requirements Guide

As part of the application process for a new pharmacy licence, pharmacy change of ownership, relocation, and/or renovation, you must submit a floor plan in accordance with the following criteria.

- **Floor plans submitted that do not comply with this guide will not be reviewed.**

Criteria	✓
Is the floor plan <b>clear, accurate and legible</b> ?	
Is the floor plan <b>drawn to scale</b> ?	
Does the floor plan include <b>exact measurements (in ft.) of all dimensions</b> (e.g., walls and entry points) so that the area of the dispensary and patient services area may be easily calculated?	
Does the floor plan clearly identify the <ul style="list-style-type: none"> <li>• dispensary<sup>1</sup>,</li> <li>• patient services area<sup>2</sup>, and</li> <li>• surrounding public area<sup>3</sup>?</li> </ul>	
Does the floor plan clearly <b>indicate the size (in square feet)</b> of the <ul style="list-style-type: none"> <li>• dispensary (must be at least 193.8 ft<sup>2</sup> (18 m<sup>2</sup>) in area),</li> <li>• patient services area, and</li> <li>• total prescription department (a prescription department (dispensary + patient services area) must be at least 355.2 ft<sup>2</sup> (33 m<sup>2</sup>) in area)</li> </ul> Premises/rooms shared with other businesses (e.g., waiting room) are considered a public area and do not count towards the overall size of the prescription department.	
Does the floor plan clearly <b>indicate all entry points into the dispensary</b> ? <ul style="list-style-type: none"> <li>• Indicate whether there is a gate, lift-up countertop, or door.</li> <li>• You cannot have the only access to the dispensary be through a counselling room or office.</li> </ul>	
Does the floor plan clearly identify the following within the dispensary? <ul style="list-style-type: none"> <li>• <b>a counter</b> with at least 16.1 ft<sup>2</sup> (1.5 m<sup>2</sup>) of uninterrupted work space (i.e., free of computer terminals, phones, etc.)</li> <li>• <b>working aisles</b> that are at least 3 ft. (90 cm) wide</li> <li>• adequate <b>shelving and storage</b></li> <li>• <b>compounding area</b>, in accordance with the <a href="#">compounding standards</a> <ul style="list-style-type: none"> <li>○ <b>location of the sink and heat source</b> for compounding</li> <li>○ any fume hoods, eyewash stations, safety showers, as applicable</li> </ul> </li> <li>• <b>refrigerator</b> (bar refrigerator units are not acceptable)</li> <li>• <b>lockable drug locker or cupboard</b></li> <li>• <b>computer terminal(s)</b></li> </ul>	
Does the floor plan clearly <b>identify a semi-private area</b> for receiving prescriptions (e.g., a service counter with suitable visual and sound barriers and away from patient waiting- or high-traffic areas)?	
Does the floor plan clearly <b>identify any private area(s)</b> used for injection services (must be publicly and wheelchair accessible)?	
Does the floor plan clearly <b>indicate any security grilles</b> used to secure the dispensary?	
Does the floor plan clearly identify all areas intended for pharmacy use?	
<b>If sharing premises, have you included an additional floor plan</b> depicting the overall facilities, space and layout of the premises? <ul style="list-style-type: none"> <li>• If the pharmacy shares a premise, the prescription department must operate as a lock and leave.</li> </ul>	

<sup>1</sup> "dispensary" means the area of a licensed pharmacy that is not accessible to the public and in which pharmacists

- dispense, provide for sale, and sell drugs referred to in sections 31 and 32 of the [Pharmacy and Drug Act \(PDA\)](#), and
- compound drugs referred to in sections 31, 32 and 33 of the Act;

<sup>2</sup> "patient services area" means the area of a licensed pharmacy located outside and adjacent to the dispensary where

- patients receive pharmacy services from pharmacists, and
- drugs referred to in section 33 of the Act may be provided for sale;

<sup>3</sup> "public area" means the area of a licensed pharmacy located outside the prescription department.