

Shared premises application form

According to the [Foundational Requirements: Guidance Document for Opening a Licensed Pharmacy](#), the pharmacy and an adjoining business must be able to operate independently of one another. Patients must be able to recognize when they have entered the licensed pharmacy, and that an adjoining business (e.g., a medical clinic) is separate from the pharmacy. The pharmacy and the adjoining business must not engage in any practice or enter into any arrangement that unduly interferes with independent patient choice.

This form is to be completed by the licensee. This application must be completed in its entirety and returned to the ACP office via email to pharmacy@abpharmacy.ca.

Licensee name

ACP registration number

Date

Phone number

Pharmacy name

ACP licence number:

Business arrangement

1. What arrangement and/or relationship (personal, business, or financial) do the owner(s) of the pharmacy have with the adjoining business?

2. What will be shared between the pharmacy and adjoining business (e.g., office telephone number; reception area; office expenses; administrative functions; ownership or use of premises, equipment, or furnishings; employees, entrances and exits)?

3. As the licensee, you must personally manage, control, and supervise the practice of pharmacy.
- a. What parameters have been established with the pharmacy owner(s) and the adjoining business owners to ensure you can fulfill your obligations and the pharmacy and its personnel will operate and practice independently from the adjoining business?



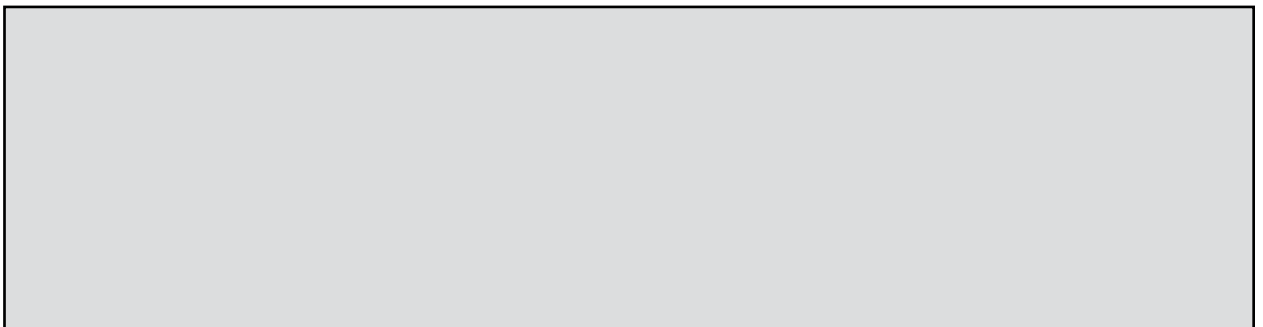
- b. What oversight will you have on the adjoining business?



- c. What oversight will the adjoining business have on the pharmacy?



- d. What arrangements have been established to ensure the pharmacy has access to any shared spaces, equipment, and/or resources identified in Question #2 when required for the provision of pharmacy services?



Pharmacy practice

4. How will the pharmacist be collaborating with the personnel or health care professionals from the co-located business to support patient care?

5. How will the co-located business impact the patients of the pharmacy and the provision of pharmacy services?

6. Are there any potential personal or professional conflicts of interest that may affect or be perceived to affect the professional judgement of the pharmacy personnel? If there are, how do you plan to manage them?

7. Are there any arrangements with the co-located business that could reasonably be perceived as affecting any prescriber's independent judgment in the prescribing of drugs? If there are, how do you plan to manage them?

Pharmacy security

8. Who will have access to the dispensary, drugs, and/or patient records of the pharmacy?

9. Explain how the dispensary, scheduled drugs (including Schedule 3) and patient records will be secured from unauthorized personnel and locked up when the pharmacy is closed. Be sure to describe the physical barriers, key-control policies, and security system that will be used to prevent, monitor and/or detect unauthorized entry into the prescription department.

Patient awareness

10. Explain how patients will know that they have entered the licensed pharmacy area.

- a. How will the pharmacy area be physically delineated from the adjoining business?

- b. What signage will be used to differentiate the pharmacy area from the adjoining business?

11. What strategies will be used to ensure patients understand that they have independent patient choice and that they may receive any pharmacy services at the pharmacy of their choice?

