College of Pharmacists of Manitoba

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Practice Direction
Lock and Leave Component

Document Number: ___

1.0 Scope and Objective:

1.1 Expected Outcome

This document is a practice direction by Council concerning the lock and leave component of community pharmacies through the authority of *The Pharmaceutical Regulations* to *The Pharmaceutical Act* and *The Pharmaceutical Act.*

1.2 Document Jurisdiction (Area of Practice)

All licensed pharmacies that are approved to operate a lock and leave component are expected to adhere to this practice direction.

1.3 Regulatory Authority Reference

Section 37(1) and 37(2) of *The Pharmaceutical* Regulations to *The Pharmaceutical Act* empowers the Council to create a practice direction for lock and leave component.

2.0 Practice Direction

2.1 Application for lock and leave component

- 2.1.1 a licence holder who proposes to operate a lock and leave enclosure must first apply to the College for approval to do so. The application shall be accompanied by the fee as set in the bylaws,
- 2.1.2 once the initial approval is received, a lock and leave permit shall be issued annually on payment of the fee as set in the bylaws, and
- 2.1.3 any planned changes to the originally approved enclosure, must be approved by the College before the change occurs.

2.2 When the lock and leave enclosure is closed,

- 2.2.1 the enclosure is not accessible to the public and non-pharmacist staff,
- 2.2.2 no drugs or medicines, listed in Schedule 3 of the Manual and that are located within either the lock and leave enclosure or the storage areas of the premises, are sold or offered for sale,
- 2.2.3 no drugs dispensed pursuant to a prescription are stored outside the lock and leave enclosure or sold or offered for sale, and
- 2.2.4 non-pharmacist staff do not perform any pharmacist services.

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2.3 The physical barrier separating the lock and leave enclosure from the remainder of the premises is

- 2.3.1 a wall extending from floor to ceiling or, at minimum, 10 feet in height, whichever is less, with adequate doors to permit complete security during periods of closure and to permit full access by the public to the pharmacist services when a pharmacist services are available, or
- 2.3.2 a sliding wall, in accordance with the height specifications under sub-clause 2.3.1 that will completely surround and secure the lock and leave enclosure during periods of closure, or
- 2.3.3 any similar system of securing the dispensary and preventing access to Schedule 3 medications.

2.4 Hours of operation

- 2.4.1 the times of operation of the lock and leave enclosure and the times when professional services are available must be regular and consistent,
- 2.4.2 pharmacist services will be available for at least 25 hours over a minimum of four days per week, unless a written appeal is received two weeks prior to a council meeting and council reviews and approves the lesser number of hours, and

2.5 Exterior signage

- 2.5.1 The applicant shall post one copy of the permit in a conspicuous area on the premises so that it is discernible from the exterior of the premises, and the duplicate copy of the permit in a conspicuous area in the vicinity of the lock and leave enclosure, and
- 2.5.2 Any changes to the hours of operation must be reported to the College

3.0 Compliance Adjudication

3.1 All documentation must be readily accessible and open to regulatory review

4.0 Appendices

Not applicable

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Revised:	
Review Due:	