

## **Appendix A**

### **to the Practice Direction Entitled “Clinical Practice Pharmacies”**

#### **Clinical Practice Pharmacy Standards (Minimum Pharmacy Site Requirements):** (Effective January 1, 2014)

**1) The Premises must:**

- a) Be readily accessible to the College of Pharmacists of Manitoba.
- b) Be well ventilated and sufficiently lit and of cleanliness suitable to the College of Pharmacists of Manitoba;
- c) Have a confidential patient counseling area suitable to the College of Pharmacists of Manitoba if patient consultations occur in the pharmacy;
- d) Not contain any drugs (unless patient’s own medication that is being stored for administration, or emergency response medications to be on site should a patient have an anaphylactic response to drug administration) available for sale;
- e) Have access to a sanitary sink that is:
  - I. Kept in a clean condition, and
  - II. Supplied with hot and cold water
- f) Provide security of information in compliance with federal and provincial privacy legislation and any additional security measures approved by Council. Patient information displayed on computer screens must not be visible to any person in the public area of a pharmacy unless the information is being used as part of a patient counseling session, the information relates to the patient being counseled and it can only be viewed by the patient being counseled or their delegate.

**2) The Pharmacy must:**

- a) Limit access to secure areas to authorized personnel only;
- b) Have a facsimile machine only accessible to pharmacy personnel;
- c) Have internet access for the purposes of email, electronic fan out, and information research;
- d) If the pharmacy stores any patient’s own medication for administration, have a refrigerator that is:
  - i. Clean and in good working order;
  - ii. Dedicated to the storage of pharmaceuticals and related products;
  - iii. Capable of maintaining the temperature defined by the manufacturer of product stored in the refrigerator.
- e) Have a waste container of either plastic, metal or similar material. The pharmacy must also comply with federal and provincial laws, including regulations relating to hazardous waste materials, when disposing all medications and medical devices.

**3) The Clinical Practice Pharmacy Manager must ensure:**

- a) A pharmacist is readily available to patients either in person, or by telephone, e-mail, and facsimile machine during the hours of operations.

- b) Patient meetings and counseling sessions occur in a confidential location suitable to the College of Pharmacists of Manitoba.
- c) Infection control procedures are followed by all pharmacists and staff with patient interactions.

**4) The Minimum Library Requirements are:**

- a) College of Pharmacists of Manitoba Manual\* containing current Federal and Provincial pharmacy related statutes and information;
- b) Policy and procedures Manual\* that includes minimum content as required by Council;
- c) Interaction references for drugs, herbs, nutraceuticals and food\*;
- d) Information references for drugs, herbs and nutraceuticals\*;
- e) Counseling references for drugs\*, and
- f) All other reference material consistent with the standards of practice and pharmacy practice in that location and type of practice (e.g. geriatric, paediatric, pre-natal & maternal, medical dictionary, etc.)\*.

\*May be in hardcopy or electronic format

Application may be made to Council for Exceptions or Waives to the Requirements of this Document.