

## Time-Delayed Safe Implementation Checklist

On June 26, 2023, CPhM Council passed a motion that amends the Pharmacy Facilities Practice Direction requiring community pharmacies to procure a narcotic safe with a time-delay mechanism set to a minimum of five minutes for the storage of narcotics and controlled drugs. This new requirement is intended to prevent pharmacy robberies and align Manitoba with neighbouring jurisdictions.

Compliance to the amended Pharmacy Facilities Practice Direction is required **no later than January 31, 2024**. This checklist has been developed to help you reach compliance in five simple steps.

Steps	Instructions
<input type="checkbox"/> <b>Step one:</b> Obtain a compliant time-delayed safe <b>or</b> retrofit the pharmacy's existing safe with a time-delayed locking mechanism.	<p>All community pharmacies must have a compliant time delayed-safe. A time-delayed safe can be purchased new or used, or an existing safe can be retrofitted with a time delay mechanism. Your local locksmith can advise if retrofitting is an option.</p> <p>To ensure your safe is compliant please ensure it meets the following criteria:</p> <ul style="list-style-type: none"> <li>• It is marketed and sold as a safe,</li> <li>• It is constructed of solid metal,</li> <li>• It is equipped with an electronic timer that prevents access to the safe's contents until the correct combination and at least five minutes has elapsed.</li> </ul>
<input type="checkbox"/> <b>Step two:</b> Secure the safe in place.	<p>You must secure the safe so it cannot be easily removed from the dispensary. The safe must either be bolted to the ground or be of a size and weight that it cannot be easily removed. While not required, it is a best practice to place the safe in an area not easily visible to the public and monitored by video surveillance.</p>
<input type="checkbox"/> <b>Step Three:</b> Move all narcotic and controlled drugs into the time-delayed safe.	<p>All the pharmacy's narcotics and controlled drugs must be secured in the time-delayed safe. Benzodiazepines and other targeted drugs <b>are excluded</b> from the time-delayed safe storage requirements. However, you must still ensure these drugs are secure within the dispensary.</p>
<input type="checkbox"/> <b>Step Four:</b> Post the CPhM time-delayed safe signage <b>or</b> if eligible request a signage exemption to display alternative CPhM "no narcotics kept on site" signage.	<p>Place CPhM time-delayed safe signage (signage) at each patient entrance and at the dispensary. When placing the signage take care to ensure it is in a prominent location and visible to the public. Instructions for posting the signage, ordering additional signage from CPhM or printing your own signage can be <a href="#">found here</a>.</p> <p>Community Pharmacies that <b>do not have narcotic drugs on the premise</b> may request an exemption to posting the CPhM approved time-delayed safe signage. Please reach out to the Field Operations Team at <a href="mailto:fieldops@cphm.ca">fieldops@cphm.ca</a> and review the exemption information <a href="#">provided here</a>.</p>
<input type="checkbox"/> <b>Step Five:</b> Confirm compliance with a quick one-minute survey.	<p>Once you've completed steps one through four, confirm your pharmacy's compliance by taking the brief survey linked here: <a href="https://www.surveymonkey.com/r/cphm-time-delayed-safes">https://www.surveymonkey.com/r/cphm-time-delayed-safes</a>. If you foresee any challenges in meeting the compliance requirements before January 31, 2024, please contact <a href="mailto:fieldops@cphm.ca">fieldops@cphm.ca</a>.</p>