



## Permanent and Temporary Pharmacy Closures Checklist

In accordance with the Practice Direction: Permanent and Temporary Pharmacy Closures, the following actions must be completed to ensure the closing procedures adhere to the authority of *The Pharmaceutical Regulations* to *The Pharmaceutical Act* and *The Pharmaceutical Act*.

I, \_\_\_\_\_, pharmacy manager of \_\_\_\_\_,  
(First and Last Name) (Pharmacy Name)  
at \_\_\_\_\_, \_\_\_\_\_, Manitoba, confirm I have read  
(Street Address) (City)  
and understand the requirements of the Practice Direction: Permanent and Temporary Closures.

\_\_\_\_\_  
Pharmacy Managers Signature

\_\_\_\_\_  
Date

**In cases of Permanent pharmacy closure and/or relocation:** Within ten (10) days of the closing of the original pharmacy site, the pharmacy manager must provide written notification to Health Canada advising of the following:

1. Date of closure of pharmacy and date of opening of new pharmacy, or date of moving narcotics to new location
2. The addresses of the two locations
3. Inventory list of the drugs (including quantity). Additionally the record must be kept for 2 years and sent to Health Canada no more than 10 days after closing.

The letter and inventory count may be emailed to: [compliance-conformite@hc-sc.gc.ca](mailto:compliance-conformite@hc-sc.gc.ca)  
For further information or mailing address, please contact Health Canada at (613) 954-1541.





# College of Pharmacists of Manitoba

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Action required thirty (30) (or as soon as possible and as soon as reasonable) days prior to closure or relocation	Date Completed	Pharmacy Managers Initials
Notify the community served by the pharmacy of the closure or relocation. Notification methods could include package inserts prior to closure, letters, signs, media announcements, etc.		
Include a specific outline of how this will be completed:		

## PART 2:

Action required within seven (7) days of closure or relocation	Date Completed	Pharmacy Managers Initials
<b>Within seven days of the operation permanently ceasing or relocating, it is the joint responsibility of the owner and pharmacy manager to</b>		
Notify the registrar of the location where the prescription records from the closed pharmacy will be stored. The records need to be kept in a location that complies with <i>The Personal Health Information Act</i> and be accessible upon request to the College and patients or trustees acting on behalf of the patient; and <b>Location:</b> _____		
Surrender the pharmacy licence to the College; and		
Remove all signs and advertisements that may lead the public to believe that the closed premise is a pharmacy; and		
Provide the registrar with a copy of the notice of permanent pharmacy closure or relocation.		



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## **TEMPORARY PHARMACY CLOSURE**

### **DATES OF CLOSURE:**

Date closure commences: \_\_\_\_\_ Date of re-opening: \_\_\_\_\_

It is permissible for a licensed pharmacy to be temporarily closed without surrendering its operating license, provided that the conditions of the Practice Direction: Permanent and Temporary Pharmacy Closures are met. Acknowledgement of the required actions having been completed, is required below.

Action required for temporary closure of a pharmacy	Date Completed	Pharmacy Managers Initials
Except in emergency/urgent situations, the pharmacy manager must obtain the approval of the College for the planned closure <b>30 days in advance</b> of the temporary closure start date,		
All prepared prescription recipients must be contacted to advise of the closure and given the opportunity to obtain their prepared prescriptions prior to the temporary closure start date,		
Except in emergency/urgent situations, notices to the public (using in-store postings and media announcement, for example) must be made at least 30 days prior to the temporary closure start date,		
Signage must be posted at the store entrance and a telephone answering machine message must be provided, advising the public about the closure, its duration, the location of the nearest licensed pharmacy, and other information to assist with obtaining necessary pharmacy services during the closure period, <b>Name of other licenced pharmacy:</b> _____ <b>Phone number:</b> (204) _____ <b>Fax number:</b> (204) _____		
In compliance with 6(1) (b) and 23(1.1) (b) of the Personal Health Information Act Amendment Act (2), arrangements must be made to provide access to any request for personal health information within 72 hours of that request.		
<b>Include a description of how this will be completed:</b> <small>Continue on reverse or separate page if necessary</small>		

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