



The Manitoba Pharmaceutical Association

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Policy for Temporary Pharmacy Closures due to Pharmacist Absence

Due to the demand for pharmacists' services and associated pharmacist workforce shortages, there are increasing numbers of situations in which pharmacy owners and managers are unable to employ locum pharmacist staff to enable regular pharmacist staff to take vacation leave or to replace pharmacist staff who are unable to work due to urgent medical problems.

In response to the public safety issues associated with these situations, the Registrars of NAPRA's Inter-provincial Pharmacy Regulatory Committee developed the following model guidelines for pharmacy owners who may need to close the pharmacy temporarily because of the absence of a pharmacist. The guidelines were approved by NAPRA Council in November 2001 and will be adopted or adapted for implementation by provincial Pharmacy Regulatory Authorities according to specific Provincial/Territorial requirements. **The Council of The Manitoba Pharmaceutical Association approved this policy at the September 23rd, 2002 meeting.**

It is permissible for a licensed pharmacy to be temporarily closed without surrendering its operating license, provided that the following conditions are fulfilled (the closures described in the following document would be the closure of the whole pharmacy location and not situations presently covered under a Lock & Leave permit for the dispensary in a licensed pharmacy):

- 1. The pharmacy closure is for a maximum of 14 consecutive days (or other period as approved by the Council) each calendar year.*
- 2. Except in emergency/urgent situations, the pharmacy manager must obtain the approval, of The Manitoba Pharmaceutical Association, for the planned closure 30 days in advance of the temporary closure start date.*
- 3. 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.*
- 4. 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.*
- 5. 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.*
- 6. Arrangements must be made for emergency access to the pharmacy's patient record.*
- 7. In single-pharmacy communities, alternate arrangements for medication access and provision of pharmacy services must be made with local prescribers or pharmacies in nearby communities.*

October 29, 2002

(Please file in the MPhA Manual)