

REQUIREMENTS WHEN RELOCATING A PHARMACY

Licensing Policy

Last Revised October 2021

- 1) A "Relocation" occurs when the pharmacy moves from one location to another. This may mean relocation outside of the existing location with a new address, or within the premises with no address change.
- 2) At least ninety days prior to relocating the pharmacy, the pharmacist-in-charge must submit a completed relocation application form, along with the associated fee, in accordance with the College of Pharmacy of Newfoundland and Labrador's (CPNL) *Schedule of Fees*.
- 3) The application must be accompanied by a detailed diagram of the layout of the new pharmacy location that meets *CPNL's Floor Plan Requirements* (<https://cpnl.ca/media/Lic-Guide-Floor-Plan-Requirements-2021-10.pdf>).
- 4) Once the application has been reviewed and approved, the pharmacist-in-charge will be contacted to schedule an assessment of the new pharmacy location.
- 5) A pre-opening self-assessment of the new location must be completed and submitted by the pharmacist-in-charge prior to the scheduled assessment. The pharmacy will not be assessed until the self-assessment has been received and reviewed by CPNL staff.
- 6) Pharmacists-in-charge are also reminded to contact the Newfoundland and Labrador Centre for Health Information as soon as possible to arrange for a Pharmacy Network connection, which must be in place prior to the change in location.
- 7) The public must be effectively notified, by way of advertising/signage, of the location of the new premises and the date of the location change.
- 8) Signs must be removed from the previous location upon relocation of the pharmacy.