



## Lock and Leave - Excerpt from Part J, Section 9 of the SCPP Regulatory Bylaws

### Lock and Leave

9(1) In this section:

- (a) **“Lock and Leave”** means an approved physical enclosure which allows a period or periods of closure of the pharmacy from the remainder of the premises;
- (b) **“Permit”** means a Lock and Leave Permit; and
- (c) **“Professional Services”** means those services such as, but not limited to, dispensing prescriptions, selling drugs, and the education, consultative and counselling functions associated thereto, which may only be performed by a licensed pharmacist or a licensed pharmacy technician within their scope of practice.

(2) Where a permit holder proposes a Lock and Leave installation, he must firstly obtain approval of the Registrar by applying in writing, and which application shall specify physical layout of the closure facilities, the times which the entire premises is open to the public, the proposed times of operation of the Lock and Leave, and the proposed times when professional services will be available.

(3) The applicable prescribed fee(s) must accompany the application and shall be non-refundable after the inspection of the facilities is completed.

(4) The Registrar may approve a “Lock and Leave” installation where he is satisfied that the applicant complies with the following conditions:

**(a) the times of operation of the “Lock and Leave” and the times when professional services are available shall be regular and consistent during the times when the remainder of the premises is open to the public. Professional services must be available for at least 50% of the time that the remainder of the premises is open to the public, or some lesser amount of time where the Registrar is satisfied that sufficient professional services will be provided in order to meet the needs of the public;**

(b) those Lock and Leave installations which have been approved prior to January 18, 1984, under former Lock and Leave guidelines are exempt from this condition, but must comply with the conditions regarding times of operation which were specified when the “Lock and Leave” was first approved, and must comply with the other conditions specified herein;

(c) all drugs must be located within the “Lock and Leave”. Substances other than drugs represented to be sold for medicinal purposes, and other health related items such as, but not limited to, vitamins, minerals, first aid supplies, sickroom supplies, surgical appliances and supplies, animal health supplies and other health care products traditionally associated with professional services may be located within the Lock and Leave;

(d) during the periods of closure or operation of the Lock and Leave, the pharmacy shall not be accessible to the public or non-professional staff;

(e) no drugs may be sold or offered for sale and non-professional staff may not perform any professional services; and

(f) the Lock and Leave physical enclosure which separates the pharmacy from the remainder of the premises must be:

(i) a wall, composed of transparent, semitransparent or opaque materials, or any combination thereof, at least six feet high with adequate doors to permit complete security during periods of closure, and to permit full access by the public to the pharmacy when professional services are available; or

(ii) a sliding wall, in accordance with the height and material specifications under (1) above, which will completely surround and secure the pharmacy during periods of closure;

(iii) notwithstanding section 8(vi)(1) and (2), Council may approve a non-permanent barrier that permits complete security during periods of closure to those products restricted to a lock and leave enclosure offered for sale on shelves outside that enclosure.

(5) Where the Registrar does not approve a Lock and Leave installation because he is not satisfied that the conditions specified herein have been met, the applicant may appeal this decision to Council for approval of the application upon majority consent.

(6) Where an application for Lock and Leave is approved by the Registrar, or upon the majority consent of Council, the Registrar shall issue a permit in duplicate to the applicant, and which permit shall specify approval to operate the "Lock and Leave", and shall specify the times during which professional services will be provided.

(7) The applicant shall post one copy of the permit issued under section 9 of Part J in a conspicuous area of the premises so that it is visible from the exterior of the premises, and the duplicate copy of the permit in a conspicuous area in the vicinity of the pharmacy.

(8) Where a permit holder proposes changes to the "Lock and Leave" installation with respect to the conditions specified herein, he shall firstly obtain the approval of the Registrar by applying in writing and which application.