

Overview

A remote dispensing location (RDL) is defined as “a place where drugs are dispensed or sold by retail to the public under the supervision of a pharmacist who is not physically present”. A RDL is operated by, but is not at the same location as, a community pharmacy whose certificate of accreditation has been amended to permit its operation. RDLs also have additional requirements that must be met to ensure the safe delivery of medication to the public.

There are two types of remote dispensing locations (RDL). Please use the appropriate checklist:

- This checklist is for opening a RDL with an automated pharmacy system (APS) using technology that has been approved by the Board of Directors
- This evaluation process may take three to six months to complete. For opening a RDL with a dispensary staffed by a regulated pharmacy technician who is supervised remotely by a pharmacist present at the accredited pharmacy, please use the other checklist:
 - Checklist for Opening a Remote Dispensing Location; Dispensary Staffed by a Pharmacy Technician

All new RDLs are assessed before opening and as part of the routine assessment of the community pharmacy it's operated by. The operating pharmacy and RDL must meet all of the requirements and standards set out in the [Drug and Pharmacies Regulation Act](#) (DPRA) and [O. Reg. 264/16](#).

Additional references:

- Guidance - [Operation of a Remote Dispensing Location](#)
- [Opening a Remote Dispensing Location](#)
- [Remote Dispensing Frequently Asked Questions](#)

Checklist for Opening a Remote Dispensing Location

With an Automated Pharmacy System (APS)

Location and Access	
<input type="checkbox"/>	Is the RDL in a well-lit, indoor, well ventilated area appropriate for the provision of health care services?
<input type="checkbox"/>	Is the RDL accessible to the public only during the hours that a pharmacist is physically present either in the remote dispensing location or in the pharmacy that operates it?

Signage DPRA, s.146 (3); O. Reg. 264/16, s.19	
<input type="checkbox"/>	Is there a sign posted identifying the Designated Manager (DM) and the address and contact information for the pharmacy under whose certificate of accreditation the RDL operates?
<input type="checkbox"/>	Is there a notice informing the public where the patient records for medications dispensed from the RDL will be kept?
<input type="checkbox"/>	Are the hours of operation posted?
The Point of Care symbol and the Usual and Customary Fee and Notice to Patients signs can be ordered by sending an email to FOS@ocpinfo.com . These signs are to be posted BEFORE opening, after completion of a satisfactory accreditation assessment.	
<input type="checkbox"/>	Display Point of Care symbol in an area easily visible to public.
<input type="checkbox"/>	Display Usual and Customary Fee and Notice to Patients signs in an area easily seen by a person presenting a prescription to be filled.

Standards of Accreditation and Operation DPRA, O. Reg. 264/16, Part IV	
Drug Schedules/Inventory (DPRA, O. Reg 264/16, Part II)	
<input type="checkbox"/>	Are Schedule II and III drugs sold from the APS?
<input type="checkbox"/>	Are drugs loaded into the APS by the Designated Manager (DM) or their delegate?
<input type="checkbox"/>	Are there systems in place to record, track and maintain an audit trail of the acquisition and all movement of inventory of drugs and other medications between and among the pharmacy and its RDL(s)?
<input type="checkbox"/>	No controlled substances (i.e., controlled drugs, narcotic, targeted substances) can be located at a RDL.
Audio-Visual Link	
<input type="checkbox"/>	Is there an operational live, two-way audio-visual link that permits dialogue and communication between the patient and pharmacist who is present at the accredited pharmacy operating the RDL?
<input type="checkbox"/>	Is there a system in place to immediately cease operation if there is a disruption of the audio-visual link?
Prescription Label	
<input type="checkbox"/>	Does the prescription label contain the following information? <ul style="list-style-type: none"> <input type="checkbox"/> Trading name and ownership name as filed with OCP (DPRA, s.156) <input type="checkbox"/> Name, address and telephone number of the pharmacy that operates the RDL <input type="checkbox"/> A unique identifier, attached to the prescription number, to identify that the prescription was dispensed from a RDL <input type="checkbox"/> The municipal address of the RDL <input type="checkbox"/> A toll-free telephone number at which the patient may contact the pharmacy that operates the RDL during business hours

Checklist for Opening a Remote Dispensing Location

With an Automated Pharmacy System (APS)

Safety and Security	
<input type="checkbox"/>	Are medications which require refrigeration able to be kept at a temperature between 2 – 8 °C?
<input type="checkbox"/>	Is there a device to accurately display the internal optimal refrigerator temperature of 2 – 8 °C?
<input type="checkbox"/>	Is the construction of the APS such that it prevents unauthorized access?
<input type="checkbox"/>	Is there an alarm system to warn the DM of any theft, tampering or alteration of the APS or any of its equipment, or any refrigerator temperature fluctuation outside of the required 2 – 8 °C ?
<input type="checkbox"/>	<p>Does the APS have the following required features?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Securely locked <input type="checkbox"/> Securely affixed so it cannot be moved by unauthorized persons <input type="checkbox"/> Uses bar coding, microchip or other technology to verify accurate dispensing of medications <input type="checkbox"/> Ability to create and transmit a digitally scanned image of a paper-based prescription using technology which has been approved by the College

Policy and Procedure Manual	
<input type="checkbox"/>	Is there a manual where policies and procedures for the RDL are documented?
<input type="checkbox"/>	<p>Does the manual contain written policies and procedures that include, but are not limited to, the following?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Operation and maintenance of all equipment and processes <input type="checkbox"/> Accuracy of loading drugs into the APS <input type="checkbox"/> Safety procedures <input type="checkbox"/> Maintenance of patient confidentiality and privacy of health information and access <input type="checkbox"/> Maintaining an audit trail of the acquisitions and movement of drug inventory and other documents of all such acquisitions and movement of inventory <input type="checkbox"/> What to do in the event of a failure in the audio-visual link <input type="checkbox"/> Monthly on-site assessment procedures