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| **GENERAL INFORMATION** |
| * This form is to notify the Pharmacy Premises Committee (the Committee) of a closure of a pharmacy business, professional services premises or a pharmacy department in the Northern Territory.
* All parts of the form must be completed.
* Completed forms must be submitted to the Committee Registrar by:
	+ Email ppcregistrar@nt.gov.au
 |

**DECLARATION NOTICE OF CLOSURE**

Details of pharmacy: Pharmacy Business

*(please circle one)* Professional Services Premises

 Pharmacy Department

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at (address): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

will be permanently / temporarily

closed on: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

If temporary, please advise the

Proposed opening date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Signature of Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of declaration: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Relationship to pharmacy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(proprietor/legal representative etc.)*

**APPENDIX: GUIDELINE FOR CLOSURE OF A PHARMACY**

1. **Prior to Closure of the Pharmacy**

Consideration must be given to the following when a pharmacy is scheduled to close:

* Storage of pharmacy records – The proprietor must now consider where and how these records are to be stored to meet this legislative requirement that prescription records must be held for 2 years. Records may be paper based or in an electronic format and must be able to be accessed if required to do so – MPTG-R Regulation 72: [Legislation MPTG-R 2012 (nt.gov.au)](https://legislation.nt.gov.au/Legislation/MEDICINES-POISONS-AND-THERAPEUTIC-GOODS-REGULATIONS-2014).
* Scheduled medicines – pharmacist proprietors must ensure the chain of custody of all scheduled medicines from the pharmacy that is to close. Planning is essential to ensure the transition of scheduled medicines to the new location/owner/management structure.
* Stationary – a decision needs to be made as to whether pharmacy labels, referral pads etc. are to be destroyed or securely stored.
* Hardware and software programs – planning must be undertaken as to whether the pharmacy programs are to be deactivated or cancelled. Hardware containing pharmacy software programs must be stored to prevent inadvertent access. Patient information, including dispensing records, is sensitive health information. Retention needs to adhere to relevant regulations and expectations. For more information contact the Office of the Informational Commissions or Australian Cyber Security Centre
* If the pharmacy has a Section 90 or 94 approval under the National Health Act 1953, the proprietor (or agent acting on behalf of) must notify the Commonwealth Department of Health: [Department of Health and Aged Care | Deactivation of an approved pharmacist - guidelines](https://www1.health.gov.au/internet/main/publishing.nsf/Content/deactivation-of-an-approvedppharmacist-guidelines)
* If the pharmacy provides opioid pharmacotherapy (OPP), it is recommended you contact your OPP prescribers or local AODS and advise the impending closure of the pharmacy. It is recommended this be undertaken at least a month prior to closure to facilitate the transition of clients to a new pharmacy.
* If the pharmacy provides services to aged care or Section 100 provider for remote / urban community groups, you must notify these services at least a month prior to anticipated close or as instructed in the contract / services agreement.
* Advise patients that keep paper based records at the pharmacy. This must be undertaken up to a month prior to ensure patients have access to their records after the pharmacy has closed.
* Place a sign in the pharmacy notifying patient of the impending closure. You must allow a reasonable length of time for the sign to be placed on display to allow the maximum exposure for patients. If the pharmacy operates a social media account it is strongly recommended advertising the closure.
1. **Closure of the Pharmacy**

It is recommended the following actions are undertaken to ensure legislative compliance, security and safe custody of scheduled medicines:

* Ensure the secure ongoing storage of all pharmacy records.
* Scheduled medicines: In the NT a pharmacist is legally allowed to transfer medicines from the pharmacy to another pharmacy or licensed wholesaler - MPTGA Section 35(2): [Legislation MPTGA 2012 (nt.gov.au)](https://legislation.nt.gov.au/Legislation/MEDICINES-POISONS-AND-THERAPEUTIC-GOODS-ACT-2012)
	+ Over the counter medicines: ensure they are transferred to an appropriate storage location eg: licensed pharmacy warehouse or community pharmacy.
	+ Schedule 4 medicines: stocktake all medicines and ensure transfer occurs is a safe and secure manner. The receiver of the goods is obligated to ensure all stock has been transferred in accordance with the stocktake.
	+ Schedule 8 medicines: Register count must be undertaken at closure and stock transferred to a licensed pharmacy warehouse or community pharmacy. The receiver must count the stock received and provide the closed pharmacy with a receipt of goods received. Any unresolved discrepancies must be reported to medicines and Poisons: [drug-loss-incident-or-discrepancy-report-form.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fhealth.nt.gov.au%2F__data%2Fassets%2Fword_doc%2F0006%2F1294278%2Fdrug-loss-incident-or-discrepancy-report-form.docx&wdOrigin=BROWSELINK)
* Remove all signage for the pharmacy. This is a legal requirement under the Health Practitioners Act 2004 Schedule 7 Clause 10(1): [Legislation HPA 2004 (nt.gov.au)](https://legislation.nt.gov.au/Legislation/HEALTH-PRACTITIONERS-ACT-2004) and should occur 7-10 business days after closure.
* Remove all advertising / internet references to the pharmacy (eg Google listings and Social Media pages). Landline telephone connections must be disconnected /diverted to another pharmacy. The proprietor is also obligated to advise any third party such as a banner group, shopping centre management or marketing group of the closure to prevent inadvertent advertising of a pharmacy business.
* Place a sign at the entrance of the closed premises to advise the public of the closure including the location of the nearest pharmacy and contacts for any issues post closure relating to accounts/record keeping.