



PHARMACY COUNCIL

MINISTRY OF HEALTH AND WELLNESS

FRANK WALCOTT BUILDING
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GUIDELINES FOR THE CERTIFICATION OF PREMISES TO OPERATE A PHARMACY

Section 15 of the Pharmacy Act, Cap 372D requires certification of premises by the Pharmacy Council to operate a pharmacy.

A certificate issued under Section 15(2) of the Act is valid until the 31st day of December of the year in which it was issued but it is renewable during the month of January after the Council has determined that the premises are suitable for the purpose of operating a pharmacy.

Completed application forms (in duplicate) should be submitted to the Secretary, Pharmacy Council, Ministry of Health, Frank Walcott Building, Culloden Road, St. Michael. Inspectors from the Barbados Drug Service will communicate with you to arrange a date for your premises to be inspected.

You should ensure that your pharmacy is fitted with a DDA (narcotic) cupboard and a refrigerator, which are specific requirements for certification. In addition, the prescribed reference texts – **Martindales Extra Pharmacopeia, Drug Interaction Publication, a Medical Dictionary and Therapeutics Text** must be available at the time of inspection. These reference texts should not be more than five (5) years old and may be purchased through the Book Source, Barbados Community College, Howell's Cross Road, St. Michael.

You may wish to note that Epocrates – site address www.epocrates.com and Webpharmd – site address www.webpharmd.com and site address www.MedicinesComplete.com are also acceptable reference sources for pharmacists. However, the pharmacy must have the appropriate hardware to ensure easy access to the information.

After the Council, with the approval of the Minister, has certified the premises as being suitable for the purpose of operating a pharmacy, you will be required to pay the sum of BDS\$100.00 to the accounts section of the Barbados Drug Service, Warrens Tower II, Warrens, St. Michael, in order to receive the Certificate of Approval in respect of the premises. The certificate must at all times be kept conspicuously displayed on the premises.

Your attention is drawn to Section 6 of the Pharmacy Act, which states:

"No person shall carry on the business of a pharmacy unless there is conspicuously exhibited in the pharmacy

- (a) a certificate of registration of the premises under section 16; and**
- (b) a valid certificate of registration of the pharmacist in charge of the pharmacy and of every pharmacist on duty therein."**

Certification of premises to operate a new Pharmacy

In making application for the certification of premises to operate a pharmacy for the first time, a cover letter notifying the Pharmacy Council of your intentions to open a pharmacy and documentation from the Registrar, Corporate Affairs and Intellectual Property showing the registered name and ownership of the pharmacy must accompany the application. The applicant should also provide picture identification as well as contact information.

Upon successful completion of the certification process and in accordance with section 16(1) of the Pharmacy Act, **registration of premises is obtainable by presenting to the Registrar, Corporate Affairs and Intellectual Property a certificate issued under section 15(2) and paying to him such fee as the Minister of Finance, by order, prescribes.**

Change in Ownership of Pharmacy

In the case of change in ownership of a pharmacy, the following documents must accompany the application for certification of premises.

- (i) a letter from the previous owner detailing change in ownership; and**
- (ii) documentation from the Registrar, Corporate Affairs and Intellectual Property which should reflect change in ownership in accordance with the Business Names Rule 1940.**

Relocation of Pharmacy

In relocating a pharmacy, the owner should inform the Pharmacy Council in writing of the relocation and make application for inspection of the new premises. Inspectors from the Barbados Drug Service will communicate with you to arrange an inspection date for the premises. The business of a pharmacy should not be conducted at the new premises until the same has been certified by the Council for the operation of a pharmacy in accordance with Section 15(2) of the Pharmacy Act.

The Pharmacy Act, Cap 372D and its Regulations can be obtained from the Government Printing Department, Bay Street, St. Michael.