

NH Board of Pharmacy  
Policy and Procedure Manual  
Compliance

Policy # 2-4-18-126

Original Date: 08/04/2017

Date last reviewed: 08/04/2017

New Policy by Robert Elder

**Purpose:**

Rules for Renovations of an In-State Pharmacy

**Policy:**

Ph 306.04 Renovations. Plans for any renovation at any time after an original permit is issued shall be filed with the board for review and approval before proceeding with such changes.

- 1) Large Scale Renovations, where the footprint of the pharmacy is dramatically changed, and/or transfer of the prescription department from one part of a building to another:
  - The pharmacy shall notify the Board at least 30 days in writing prior to construction/moving of prescription department in order for Compliance to inspect the proposed area to be remodeled. This is to ensure said facility will be compliant with the physical plant requirements outlined in Ph 702.01 (area, space and fixtures) and Ph 702.04 (security).
  - In a Letter of Notification, the pharmacy shall include a blueprint, and a statement indicating that no work shall occur without a pharmacist, or someone designated by the PIC and corporation present during construction of the remodel.
  - The Board Compliance Unit shall be notified at least one week prior to completion of the *temporary* pharmacy in order for it to be inspected. *No transfer of drugs or work performed shall be allowed until this inspection occurs.*

- The Board Compliance Unit shall be notified at least one week prior to completion of the *remodeled* pharmacy in order for it to be inspected. *No transfer of drugs or work performed shall be allowed until this inspection occurs.*
- In the case of both inspections, there must be a statement made available from the alarm company stating when the alarm system was installed , date tested, and that it is in working order.

2) Small Scale Renovations, where the prescription department is not involved, or will be minimally impacted, i.e. a consultation room or vaccine administration room:

- The pharmacy shall notify the Board at least 30 days in writing prior to the construction. In a Letter of Notification, the pharmacy shall make known the fact that the consultation/vaccination/health service room will be added as a non-licensed space, and shall not be used to store medications at any time.
- The PIC shall notify the Board of the date of construction start-up.
- The PIC shall assure the Board that no construction occurs in the pharmacy area unless there is a pharmacist or a responsible agent designated by the PIC and corporation present on the premises.
- The PIC shall notify the Compliance Unit at least one week prior to completion of the consultation/vaccination/health service room in order to schedule a site inspection. The follow-up site inspection shall determine how secure the entry/exit doors are between the room and the prescription department.

Reviewed by: \_\_\_\_\_  
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