

SITE DIRECTIVE

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| AC PHARMACY DIRECTIVE | |
| Title: Pharmacy Security | Number: V-20 |
| Effective Date: August 2008 | Approved By: Jennifer Cowie, PPL |
| Revision Date(s): May 2012, Oct 2018 | |
| Review Date(s): | |

DIRECTIVE

Pharmacy will maintain security procedures as required by the College of Pharmacists of B.C. to ensure that the Pharmacy premises are accessible only to Pharmacy staff and to appropriate guests.

PROCEDURES

Hours of Operation: Monday to Friday 0730 - 1730H (except statutory holidays)

1. Pharmacy security directives are effective 24 hours per day, year round.
2. All Pharmacy staff will wear photo identification while on duty and when in BC Cancer facilities. Staff returning to pharmacy for call-backs must present identification to security staff upon request.
3. Pharmacy premises alarms are active at all times. See also Pharmacy Directive: Security of Pharmacy Services – After Pharmacy Hours.
4. Only Pharmacy staff members have access cards for the department. Access cards are issued by ARHCC Security to new pharmacy employees on first day of work.
5. Any Pharmacy staff member who loses their access or photo identification cards must report this immediately to the AC Pharmacy PPL or delegate as well as ARHCC Security.
6. Any Pharmacy staff member who terminates employment from the department is required to return their access card and photo identification to the PPL on the last day of employment.
7. Annual reviews of Pharmacy Security Directives will be conducted with all Pharmacy Staff.