

Inspection Checklist: Pharmacies

Does your business have a pharmacy that sells prescription drugs?

Definition: A **chain pharmacy** has four or more pharmacies that conduct business under the same business name, operate under common ownership or management, or have a franchise agreement with the same franchisor.

Use this checklist to learn what our inspectors look for and help avoid violations.

Requirement	Do you meet this requirement?
<p>1 If your business is a chain pharmacy, you must post a sign notifying consumers of the right to free language assistance services in the following 8 languages: English, Spanish, Chinese, Russian, Korean, French-Creole, Italian, and Polish.</p> <p>Tip: Required languages are current as of 2014. Check the Department of City Planning (DCP) website at nyc.gov/dcp for updates to required languages.</p> <p>Tip: The sign must be posted at every pharmacy counter where customers pick up or drop off prescriptions, and at every cash register where customers pay for prescriptions.</p> <p>Tip: The sign must be positioned close enough to each cash register or counter so that a customer can easily point to his or her primary language.</p> <p>Tip: The sign does not have to be posted at counters where only consultation services are offered.</p> <p>Tip: The sign must contain the following statement in the 8 languages: "Point to your language. Language assistance will be provided at no cost to you."</p> <p>Tip: Each statement must be in bold and in 20-point Arial font.</p> <p>Tip: Each statement must be in a separate box and printed in a color that contrasts with the background color of the sign.</p>	<input type="checkbox"/> Yes
<p>2 The pharmacy must display a sign with bold, block letters at least 1 inch high that says: "Drug Retail Price List Available Upon Request." The sign must be posted where consumers pick up or drop off prescriptions or in the waiting area.</p>	<input type="checkbox"/> Yes
<p>3 The pharmacy must make available to consumers a "Drug Retail Price List" with the prices of the 150 most frequently prescribed drugs. The drugs on this list are identified by the New York State Board of Pharmacy. The pharmacy fills in the prices.</p>	<input type="checkbox"/> Yes
<p>4 The pharmacy must update the list at least weekly and provide the time and date that the list was updated.</p> <p>Tip: A model list and sign are available on the New York State Education Department website: http://www.op.nysed.gov/prof/pharm/pharmretailpricelist.htm.</p>	<input type="checkbox"/> Yes

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Requirement	Do you meet this requirement?
<p>Emergency Contraceptive</p> <p>Definition: An emergency contraceptive is any Food and Drug Administration (FDA)-approved drug taken to prevent pregnancy after intercourse. Examples include:</p> <ul style="list-style-type: none"> • Plan B (levonorgestrel tablets) • Plan B One-Step • Next Choice • ella <p>Note: Preven has been discontinued.</p>	
<p>5 If emergency contraceptives are not sold or are out of stock and you cannot fill a customer's prescription within 12 hours, a sign must be posted next to the counter where prescription drugs are sold.</p> <ul style="list-style-type: none"> • The sign must state that emergency contraception is not sold, and it must list either the name of each drug that is not sold and identify it as the "morning after pill" or state that "no morning after pills" are sold. <p>Tip: The sign must be at least 8.5 by 14 inches, and the letters must be large enough to fill the entire space of the sign.</p>	<input type="checkbox"/> Yes
<p>6 If emergency contraceptives are out of stock but will be available within 12 hours of a customer's request, a sign must be posted next to the counter where prescription drugs are sold.</p> <ul style="list-style-type: none"> • The sign must state the name of each drug that is not immediately available and must identify the unavailable drug(s) as the "morning after pill." • The sign must also state that emergency contraception is not currently available but will be within 12 hours of a customer's request. <p>Tip: The sign must be at least 8.5 by 14 inches, and the letters must be large enough to fill the entire space of the sign.</p>	<input type="checkbox"/> Yes