

# Guidance for owners and superintendent pharmacists who employ responsible pharmacists

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The General Pharmaceutical Council is the regulator for pharmacists, pharmacy technicians and registered pharmacy premises in England, Scotland and Wales. As part of our role, we set the standards which govern the practice of pharmacists and pharmacy technicians.

## **About this guidance**

This document provides guidance on the **standards for pharmacy owners and superintendent pharmacists of retail pharmacy businesses** in relation to the responsible pharmacist regulations.

## **Status of this guidance**

This document gives guidance to owners and superintendent pharmacists on what they need to do when they employ a responsible pharmacist.

This guidance only relates to your responsibilities as a pharmacy owner or superintendent pharmacist in relation to the responsible pharmacist regulations and does not cover your other duties and obligations.

This document does not give legal advice and you must ensure that you comply with the relevant legislative requirements set out in

- the Medicines Act 1968
- the Medicines (Pharmacies) (Responsible Pharmacist) Regulations 2008
- contractual obligations, such as the NHS Terms of Service

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### **Appointing and supporting the responsible pharmacist**

In order to lawfully conduct a retail pharmacy business, a registered pharmacist must be in charge of the registered pharmacy as the responsible pharmacist.

You must

- 1.1 ensure that arrangements are in place to appoint a responsible pharmacist to be in charge of each registered pharmacy for which you are the owner or superintendent pharmacist. A pharmacist can only be the responsible pharmacist in charge of one registered pharmacy at any one time.
- 1.2 ensure that arrangements are in place so that only a registered pharmacist who is competent and able to secure the safe and effective running of the registered pharmacy is appointed as the responsible pharmacist.
- 1.3 ensure that the overarching operational framework for the registered pharmacy is established.
- 1.4 support the responsible pharmacist in complying with their legal and professional duty to secure the safe and effective running of the registered pharmacy.
- 1.5 enable the responsible pharmacist to comply with their legal and professional duty to secure the safe and effective running of the registered pharmacy. This includes allowing the responsible pharmacist to exercise their professional judgement.

## **The pharmacy record**

The pharmacy record is an important legal document. It shows who the responsible pharmacist is on any given date and at any time. This audit trail is particularly important in the event of any incident or error as it shows who was accountable.

The pharmacy record may be kept in writing, electronically or in both forms. An entry in the pharmacy record may be made remotely as long as the record complies with all the relevant professional and legal requirements.

You must

- 2.1 ensure that the responsible pharmacist maintains the pharmacy record.
- 2.2 ensure that the pharmacy record is kept for at least five years. For electronic records this is five years from the day the record was created. For written records this is five years from the last day to which the record relates.
- 2.3 ensure that appropriate measures are in place to ensure that
  - the record is backed-up
  - the record is available at the premises for inspection, and
  - any alterations to the record identify when, and by whom, the alteration was madeif the pharmacy record is maintained electronically
- 2.4 ensure that the pharmacy record is available at the registered pharmacy for inspection by the responsible pharmacist, the pharmacy staff and our Inspectorate.