

VIRTUAL COMMUNITY PHARMACY REMODEL PROCESS

Please provide State license numbers and addresses with all correspondence sent to the DCU inbox.

1. Remodel inside the walls of an existing pharmacy space – (relates to a structural change inside the dispensing area i.e. addition of a new wall, storage area, pick up windows, etc.).
 - a. Provide notification to the Department at least 30 days prior to the first day of construction with estimated dates of construction including start and end dates.
 - b. Basic before and after plans that specifically identify location of all legally required elements and those specific elements added or changed as part of the remodel.
 - c. Provide hours in which construction will occur. If construction occurs outside of normal business hours how is security of the pharmacy maintained.
 - d. Once construction is completed, a notification to FPR.DrugComplianceUnit@illinois.gov should be made indicating completion date.

2. Remodel requiring a temporary pharmacy location while the existing space is under construction
 - a. Provide notification to the Department at least 90 days prior to the first day of construction that the pharmacy will be remodeled, and a temporary pharmacy will be utilized by the licensee while the existing pharmacy is remodeled which includes estimated dates of construction including start and end dates.
 - b. Questionnaire for the temporary pharmacy must be completed and sent to the DCU inbox prior to inspection date.
 - c. Once the notification and questionnaire are received by the Investigator, contact will be made with the PIC to schedule the inspection for the temporary location.
 - d. Once the pharmacy has been relocated back into the remodeled space, a notification must be sent on the day of the move to FPR.DrugComplianceUnit@illinois.gov advising of the date construction was complete, the date that the pharmacy was returned to the remodeled space. Once this information is received, the DCI will request, video/photos/narrative that document proper security of the remodeled space for review and approval.
 - i. Required Elements:
 1. Pharmacy Signage
 2. Hours of Operation Signage
 3. Fridge
 4. Sink
 5. Safe including documentation of how the safe is permanently secured (bolted to floor or wall)
 6. Alarm Keypad and contact points/Any Security Features
 7. A few pictures or video of the pharmacy to see the layout including pictures of the physical security features of the pharmacy (ex. gates when closed and secure)
 8. All pictures/video/descriptions must be submitted at the same time via <https://filet.illinois.gov/filet/PIMupload.asp>

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- e. Inspections will be completed at the Investigator's discretion once the notification of completion has been received in the DCU inbox. An unannounced onsite inspection must be completed within 90 days of notification.
3. Remodel/Relocation of the pharmacy within the current building structure
 - a. Provide notification to the Department at least 30 days prior to the first day of construction with estimated dates of construction including start and end date.
 - b. Once the pharmacy is relocated to the new space within the building, a follow-up email must be sent on day of the move to FPR.DrugComplianceUnit@illinois.gov providing the date the move occurred and the completed questionnaire for the new space. Once this information is received, the DCI will request, video/photos/narrative that document proper security of the remodeled space for review and approval.
 - i. Required Elements:
 1. Pharmacy Signage
 2. Hours of Operation Signage
 3. Fridge
 4. Sink
 5. Safe
 6. Alarm Keypad and contact points/Any Security Features
 7. A few pictures of the pharmacy to see the layout including pictures of the physical security features of the pharmacy (ex. gates when closed and secure)
 8. All pictures/video/descriptions must be submitted at the same time via <https://filet.illinois.gov/filet/PIMupload.asp>
 - c. Inspections will be completed at the Investigator's discretion once the notification of completion has been received in the DCU inbox. An unannounced onsite inspection must be completed within 90 days of notification.

Licensees may provide a standard set of **basic plans** and **security schematics** for:

-Each remodel plan and security setup. Each plan must clearly identify all required elements required for a pharmacy and all changes and additions to the pharmacy space.

Schematics will be kept in the pharmacy's (independent or chain) Electronic file at the Department and be provided to each Investigator in the DCU.

Any deviations from the plan/security schematics will be indicated in the initial notification and be clarified by either written description or updated plan.