

New Pharmacy Service Checklist

Plan the Service	
Identify the community or patient need	
Define the service and target population	
Set goals, service hours, and pricing	
Estimate startup and operating cost	

Confirm the requirements	
Confirm the service is within pharmacist scope of practice	
Obtain required protocols and collaborative care agreements	
Establish patient eligibility and referral criteria	
Develop the clinical workflow and follow-up procedures	
Create emergency and adverse-event procedures	

Prepare the Pharmacy	
Create a written clinical workflow	
Assign staff responsibilities	
Purchase necessary equipment and supplies	
Prepare a private patient-care area	
Create documentation, consent, and patient education forms	
Train all participating staff	

Launch and Evaluate	
Conduct a practice patient encounter	
Promote the service to patients and community partners	
Track patient participation and clinical outcomes	
Collect patient and staff feedback	
Review the service after 30, 60, and 90 days	

Ready to launch?

☐ Yes

☐ No

☐ Needs additional work