

PRP COMMUNITY PRACTICE REVIEW PROCESS OVERVIEW

There are two parts of the Practice Review Program: the Pharmacy Review and the Pharmacy Professionals Review. Pharmacy managers assist in the delivery of both parts of the program, as they assist with staff scheduling for the *Pharmacy Professionals Review* and complete the *Pharmacy Pre-Review*.

- 1 Pharmacy managers will receive an email from the College with advance notice that their pharmacy is scheduled for a review (**at least 30 days prior to the scheduled reviews**).
- 2 The Pharmacy manager will complete the Pharmacy Pre-Review Tutorial, and the Pharmacy Pre-Review and submit it to the College (**within 1 week**). They will also acknowledge the dates of the reviews and assess their availability.

Upon completion of the Pharmacy Pre-Review, the College will send an email confirming the exact dates of the reviews. The pharmacy manager will consecutively schedule all regulated staff for their individual Pharmacy Professionals Review (**approx. 2-3 hours per professional**)
- 3 *Note: The pharmacy manager must schedule themselves for 2-3 hours as well, as their Pharmacy Professionals Review will be conducted separately from the Pharmacy Review.*
- 4 The Compliance Officer (CO) will visit the pharmacy and begin to conduct the Pharmacy Review. The CO will confirm the results of the Pharmacy Pre-Review with the pharmacy manager (**approx. 1 day**).
- 5 The CO will observe all regulated pharmacy professionals and will consecutively conduct each Pharmacy Professionals Review. Upon completion, the CO will share the results to each pharmacy professional, and will assign action item(s) for the individual to complete in order to meet legislated standards (where necessary). Each pharmacy professional will acknowledge their results and will have 30 days to complete all action items and submit any supporting documents.
- 6 The CO will finish the Pharmacy Review after all Pharmacy Professionals Reviews have been completed. This will allow the CO to include any findings from the individual Pharmacy Professionals Reviews in the Pharmacy Review. The CO will share the final results to the pharmacy manager, and will assign action item(s) for the pharmacy manager to complete in order for the pharmacy to meet legislated standards (where necessary). The pharmacy manager will acknowledge the Pharmacy Review results and will have 30 days to complete all action items and submit any supporting documents.
- 7 The CO will evaluate any action item(s) and supporting documents. Once the CO reviews and accepts all action item(s) the review is now complete.



College of Pharmacists
of British Columbia

For more information and resources
<http://www.bcpharmacists.org/prp>