

PRP HOSPITAL PRACTICE REVIEW PROCESS OVERVIEW

There are two parts of the Practice Review Program: the Hospital 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 *Hospital 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 60 days prior to the scheduled reviews**).
- 2 The Pharmacy manager will complete the *Hospital Pharmacy Pre-Review*, update their staff roster and submit to the College (**within 14 days**). They will also acknowledge the dates of the reviews and assess their availability.

Please note: The pharmacy manager named on the College's pharmacy license must be on-site at the start and end of the Pharmacy Review.
- 3 Upon completion of the *Hospital Pharmacy Pre-Review*, the College will send an email confirming the exact dates of the reviews. The pharmacy manager will schedule regulated staff for their individual Pharmacy Professionals Review (**approx. 2-3 hours per professional**) for the duration of the initial site visit. Subsequent return visits, if needed, will require the manager to schedule accordingly, continuing until all regulated staff have been reviewed.
- 4 The Compliance Officer (CO) will visit the pharmacy and begin to conduct the *Hospital Pharmacy Review*. The CO will confirm the results of the *Hospital Pharmacy Pre-Review* with the pharmacy manager (**approx. 1 to 2 days**).
- 5 Next, the CO will conduct the scheduled Pharmacy Professionals Reviews. Upon completion, the CO will share the results with 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 share the *Hospital Pharmacy Review* 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 then considered complete.



College of Pharmacists
of British Columbia

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