HOSPITAL PHARMACY TECHNICIAN REVIEW

Patient Identification Verification

Reference	Requirement(s)
HPA Bylaws Schedule F Part 2 s.3.2	Unless dispensing to staff, outpatients or the general public under section 4(5), all registrants must use at least two person-specific identifiers to confirm the identity of a patient before providing any pharmacy service to the patient.
PODSA Bylaws s.36	A registrant must take reasonable steps to confirm the identity of a patient, patient's representative, registrant or practitioner before providing any pharmacy service, including but not limited to a) establishing a patient record, b) updating a patient's clinical information, c) providing a printout of an in-pharmacy or requesting a PharmaNet patient record, d) establishing, deleting, or changing a patient keyword, e) viewing a patient record, f) answering questions regarding the existence and content of a patient record, correcting information, and g) disclosing relevant patient record information to another registrant for the purpose of dispensing a drug or device, and/or for the purpose of monitoring drug use.
PPP-54 Policy Statement #2	**For outpatients:** Where a patient is personally known to the registrant, the registrant may positively identify the patient. In cases where the patient is not known to the registrant, positive identification is best achieved by viewing one piece of primary identification or two pieces of secondary identification.

Product Distribution

Reference	Requirement(s)
HPA Bylaws Schedule F Part 2 s.3.1	A registrant who prepares a prescription product must ensure that: a) the prescription product label matches the product information with respect to: (i) drug, (ii) dosage form, (iii) strength,

	(iv) quantity; and b) the drug is not expired and will not expire within the duration of use.
HPA Bylaws Schedule F Part 1 s.9.1 (1)	**For outpatients:** A registrant who **prepares** a prescription product must ensure that: a) the prescription product label matches the prescription information and the information on the **manufacturer's label** with respect to: I. drug, II. dosage form, III. strength, IV. quantity, V. drug identification number; b) the prescription product label matches the **prescription information** with respect to the matters set out in section 6(2)(a) to (g); 6(2) Upon receipt from the practitioner, a prescription must include the following information: (a) the date the prescription was written; (b) the name of the patient; (c) the name of the drug or ingredients and strength if applicable; (d) the quantity of the drug; (e) the dosage instructions including the frequency, interval or maximum daily dose; (f) refill authorization if applicable, including number of refills and interval between refills; (g) the name and signature of the practitioner for written prescriptions; the drug is not expired and will not expire within the duration of use
HPA Bylaws Schedule F Part 2 s.4(6)	Prior to releasing a prescription product, a registrant must perform a final check of the prescription product and record his or her identity in writing as required by section 17.
HPA Bylaws Schedule F Part 1 s.10(6)	**For outpatients:** Before dispensing a prescription product, a registrant must perform a final check and record his or her identity in writing.
HPA Bylaws Schedule F Part 2 Definitions	**"final check"** means ensuring that: a) the prescription product and the prescription product label match the product information with respect to: (i) drug, (ii) dosage form, (iii) strength, and (iv) quantity;

	a) the drug is not expired and will not expire within the duration of use; and b) a pharmacist has completed a clinical assessment of the prescription after reviewing the patient profile.
HPA Bylaws Schedule F Part 1 Definitions	**For outpatients:** **"final check"** means ensuring that: (a) the prescription product and the prescription product label match the prescription information and the information on the manufacturer's label with respect to: (i) drug, (ii) dosage form, (iii) strength, (iv) quantity, and (v) drug identification number; (b) the prescription product label matches the prescription information with respect to the matters set out in section 6(2)(a) to (g); 6(2) Upon receipt from the practitioner, a prescription must include the following information: (a) the date the prescription was written; (b) the name of the patient; (c) the name of the drug or ingredients and strength if applicable; (d) the quantity of the drug; (e) the dosage instructions including the frequency, interval or maximum daily dose; (f) refill authorization if applicable, including number of refills and interval between refills; (g) the name and signature of the practitioner for written prescriptions; (c) the drug has not expired and will not expire within the duration of use; and (d) a pharmacist has completed a clinical assessment of the prescription after reviewing the patient profile.

Collaboration

Reference	Requirement(s)
HPA Bylaws Schedule F Part 2 s.10(3)	A pharmacy technician must identify his or her registrant class in any interaction with a patient or a practitioner.
NAPRA MSOPPT (2011) s.2	Pharmacy technicians, regardless of the role they are fulfilling, work constructively with pharmacists, students, peers and members of the inter-professional team.

NAPRA MSOPPT (2011) s.2	Pharmacy technicians, regardless of the role they are fulfilling, communicate effectively.
HPA Bylaws Schedule F Part 2 s.10(2)	Despite subsection (1), a pharmacy technician in a hospital pharmacy or hospital pharmacy satellite may dispense a drug but must not (a) perform the task of ensuring the pharmaceutical and therapeutic suitability of a drug for its intended use, (b) do anything described in (i) sections 13, 15 or 16 of this Part (ii) Part 4 of this Schedule, or (c) dispense a drug pursuant to HPA Bylaws Schedule F, Part 5.

Documentation

Reference	Requirement(s)
HPA Bylaws Schedule F Part 2 s.4(6)	Prior to releasing a prescription product, a registrant must perform a final check of the prescription product and record his or her identity in writing as required by section 17.
HPA Bylaws Schedule F Part 2 s.17	Documentation of the identity of any registrant who prepared a prescription product or performed a final check must be readily available and retained for at least three years after the date on which the prescription product was last dispensed.
HPA Bylaws Schedule F Part 1 s.9.1(1)(d)	**For outpatients:** A registrant who prepares a prescription product must ensure that his or her identity is documented in writing.
PODSA Bylaws s.35(1)	**For outpatients:** A registrant must enter the prescription information and transmit it to PharmaNet at the time of dispensing and keep the PharmaNet patient record current.
HPA Bylaws Schedule F Part 1 s.11(1)	**For outpatients:** A patient record must be established and maintained for each patient for whom a Schedule I drug is dispensed.
HPA Bylaws Schedule F Part 1 s.6(4)	**For outpatients:** At the time of dispensing, a prescription must include the following additional information: (g) written confirmation of the registrant who (i) verified the patient identification, (ii) verified the patient allergy information, (v) performed the final check including when dispensing a balance owing.