

**POLICY STATEMENT(S):**

Pharmacy owners, directors and managers must establish and implement a written policy and procedure to verify the identity and registration status of individuals applying for pharmacist or pharmacy technician positions prior to employment.

**The Policy and Procedure Must Include the Following Steps that the Pharmacy Manager Must Take:****1. Confirm Applicant Identification**

The pharmacy manager must confirm identification of the applicant by viewing a valid and current source of picture identification, such as a Canadian driver's licence, passport or Canadian citizenship card.

**2. Confirm Registration Status with the College of Pharmacists of BC**

The pharmacy manager must access the online registry on the College website to:

- Confirm the applicant's registration status as pharmacist or pharmacy technician.
- Review any limits and/or conditions on practice published for the pharmacist or pharmacy technician.
- Confirm whether the pharmacist is authorized to administer injections.

**3. Confirm that the College Registration Number Provided by the Pharmacist Matches the Registration Number on PharmaNet**

The pharmacy manager must use the practitioner ID look up function 'P1' on their local pharmacy system to verify that the pharmacist registration number provided by the applicant matches the College registration number and pharmacist name returned by PharmaNet.

**Note: Once a pharmacist has been hired and has created a profile on the local pharmacy software, the pharmacy manager must verify the information created by the pharmacist by confirming the registration number and name matches the information returned by the practitioner ID look up function 'P1' on PharmaNet.**

**BACKGROUND:**

This policy supplements Pharmacy Operations and Drug Scheduling Act (PODSA) Bylaws Part 1 - All Pharmacies, Section 18(2)(b) a manager must confirm that staff members who represent themselves as registrants are registrants.