

PRP COMMUNITY PHARMACY REVIEW PROCESS OVERVIEW

There are two components to the Practice Review Program: the *Pharmacy Review* and the *Pharmacy Professionals Review*. Pharmacy Managers play a key role in the delivery of the *Pharmacy Review* and is responsible for its process.

- 1 The Pharmacy Manager receives an email from the College with advance notice (**at least 30 days prior**) that their Pharmacy is scheduled for a review within a date range.
- 2 The Pharmacy Manager confirms availability for the provided date range, identifies any scheduling conflicts, and updates information on eServices (staff roster, pharmacy hours, services provided) as needed (**within 1 week**).
- 3 The College will then send an email confirming the exact date(s) of the review to the Pharmacy Manager.
- 4 The Compliance Officer (CO) visits the pharmacy and conducts the *Pharmacy Review* onsite (**1 day, additional time may be required for specialty services**).
- 5 The CO shares the *Pharmacy Review* results with the Pharmacy Manager, and when necessary, assigns action item(s) for the Pharmacy Manager to complete in order for the pharmacy to meet legislated standards. The Pharmacy Manager acknowledges the *Pharmacy Review* results and has 30 days to complete all action items and submit any supporting documents.
- 6 The CO evaluates all completed action item(s) and supporting documents. Once the CO reviews and accepts all completed 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>