HOSPITAL PHARMACY TECHNICIAN REVIEW

Client Identification Verification

Reference	Requirement(s)
HPOA Bylaws Schedule E.2 s.5	Unless dispensing to staff, outpatients or the general public under section 6(5), all licensees must use at least two person-specific identifiers to confirm the identity of a client before providing any pharmacy service to the client.
PODSA Bylaws s.36	A professional licensee must take reasonable steps to confirm the identity of a client, client's representative, licensee or practitioner before providing any pharmacy service that requires accessing, using or disclosing of client personal health information.
Regulatory Statement 26-007	**For outpatient clients:** Where a client or client's representative is personally known to the licensee, the licensee may positively identify the client or clients' representative. In cases where the client or client's representative is not known to the licensee, positive identification is best achieved by viewing one piece of primary identification or two pieces of secondary identification. As a best practice, these steps should be documented.

Product Distribution

Reference	Requirement(s)
HPOA Bylaws Schedule E.2 s.4	A licensee 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.
HPOA Bylaws Schedule E.2 s.6(6)	Prior to releasing a prescription product, **a licensee must perform a final check** of the prescription product and record the licensee's identity in writing as required by section 18(3) of this Schedule.

HPOA Bylaws Schedule E.2 s.12(1) and definitions	Pharmacy technicians in a hospital pharmacy or hospital pharmacy satellite may prepare, process and compound prescriptions, including (e) performing the final check of a prepared prescription. **"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; (b) the drug is not expired and will not expire within the duration of use; and (c) a pharmacist has completed a clinical assessment of the prescription after reviewing the client profile.
HPOA Bylaws Schedule E.1 s.10(1) and s.6(2)	**For outpatient clients:** A licensee 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 (h); 6(2) A prescription must include the following information: (a) the date of the prescription; (b) the name of the client; I 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) in the case of a written prescription, the name and signature of the practitioner; (h) in the case of a written record of a verbal prescription, (i) the name of the practitioner and the identification number from the practitioner's regulatory college; and (ii) the name, college identification number and signature or initial of the licensee who received the verbal prescription. c) the drug is not expired and will not expire within the duration of use.

HPOA Bylaws Schedule E.1 s.12(6)	**For outpatient clients:** Before dispensing a prescription product, **a licensee must perform a final check** and record his or her identity in writing.
HPOA Bylaws Schedule E.1 s.4(1), s.6(2) and s.2 Definitions	**For outpatient clients:** **"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 (h); 6(2) A prescription must include the following information: (a) the date of the prescription; (b) the name of the client; (c) the name of the drug or ingredients and strength if applicable; (d) the quantity 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) in the case of a written prescription, the name and signature of the practitioner; (h) in the case of a written record of a verbal prescription, (i) the name of the practitioner and the identification number from the practitioner's regulatory college; and (ii) the name, college identification number and signature or initial of the licensee who received the verbal prescription. (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 client profile.

Collaboration

Reference	Requirement(s)
HPOA Bylaws Schedule E.2 s.12(3)	A pharmacy technician must identify his or her licensee class in any interaction with a client or a practitioner.
NAPRA Model Standards of Practice for Pharmacists and Pharmacy Technicians in Canada Domain 3: Communication and Collaboration	Pharmacy professionals communicate effectively.
	Pharmacy professionals work in partnership with pharmacy colleagues, other health professionals, and other stakeholders.
	Pharmacy professionals document care, actions, and decisions to enable collaboration and continuity of care.
	Pharmacy professionals maintain appropriate records to enable collaboration and continuity of care.
HPOA Bylaws Schedule E.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 15, 17 or 18 of this Part (ii) the Drug Administration Practice Standards, or (c) dispense a drug pursuant to the MAiD Practice Standards.

Documentation

Reference	Requirement(s)
HPOA Bylaws Schedule E.2 s.6(6)	Prior to releasing a prescription product, a licensee must perform a final check of the prescription product and **record his or her identity in writing as required by section 18(3)**.
HPOA Bylaws Schedule E.2 s.18(3)	Documentation of the identity of any licensee 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.
HPOA Bylaws Schedule E.1 s.13(1)	**For outpatient clients:** A client record must be established and maintained for each client for whom a Schedule I drug is dispensed.
PODSA Bylaws s.35(1)	**For outpatient clients:** A licensee must enter the prescription information and record it in PharmaNet at the time of dispensing and keep the client record current.

HPOA Bylaws Schedule E.1 s.10(1)(d)	**For outpatient clients:** A licensee who prepares a prescription product must ensure that his or her identity is documented in writing.
HPOA Bylaws Schedule E.1 s.6(4)(g)	**For outpatient clients:** At the time of dispensing, a prescription must include the following additional information: (g) written confirmation of the licensee who (i) verified the client identification, (ii) verified the client allergy information, (v) performed the final check including when dispensing a balance owing.