

This policy sets out requirements for pharmacy managers on complying with their responsibility under the *Pharmacy Operations and Drug Scheduling Act* ("PODSA Bylaws") section 18(2)(g) to ensure that all individuals working in the pharmacy who present themselves as registrants have been granted and maintain registration with the College.

POLICY STATEMENTS:**New Registrant Staff at Time of Hiring:****1. Confirm Registrant Identification**

The pharmacy manager must confirm identification of the registrant upon hiring by viewing a valid and current government-issued photo identification, such as a Canadian driver's licence, passport or Canadian citizenship card.

2. 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 registrant matches the College registration number and pharmacist name returned by PharmaNet.

3. Confirm Registration Status with the College of Pharmacists of BC

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

- Confirm the registrant's registration status as a 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 a drug or substance by injection or intranasal route.

All Registrant Staff from Time to Time:**4. Confirm Registration Status with the College of Pharmacists of BC**

The pharmacy manager must, at least annually, access the online register on the College website to:

- Confirm the registrant's registration status as a 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 a drug or substance by injection or intranasal route.