

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 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:~~

New Registrant Staff at Time of Hiring:

1. Confirm Applicant-Registrant Identification

The pharmacy manager must confirm identification of the ~~applicant-registrant upon hiring~~ by viewing a valid and current ~~source of picture identification~~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:

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

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

- Confirm the ~~applicant's-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 routes.

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.

First approved: 20 Jun 2014
Revised: 17 Nov 2017
Reaffirmed:

PPP-73