



# College of Pharmacists of Manitoba

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## Practice Direction Patient Profiles

### 1.0 Scope and Objective:

#### 1.1 Expected Outcome

This document is a practice direction by Council concerning implementation of concept of patient profiles through the authority of *The Pharmaceutical Regulations to The Pharmaceutical Act* and *The Pharmaceutical Act*.

#### 1.2 Document Jurisdiction (Area of Practice)

Compliance is expected from all licensed pharmacists, academic registrants or interns as per Section 72 of the Pharmaceutical Regulation to *The Pharmaceutical Act*.

#### 1.3 Regulatory Authority Reference

Section 72 of the Regulation to the Act empowers Council to create this practice direction.

### 2.0 Practice Direction

- 2.1 A patient profile must be prepared and kept current for each patient for whom a Schedule I drug is dispensed and includes any other drug prescribed by the licensed pharmacist
- 2.2 Other non-prescription drugs, medical devices, and other items of clinical significance may be maintained on the patient profile as appropriate.
- 2.3 A patient profile must include:
  - 2.3.1 the patient's full name
  - 2.3.2 the patient's home address
  - 2.3.3 date of birth
  - 2.3.4 the patient's 10 digit telephone number, if available
  - 2.3.5 For Manitoba residents, the patient's personal health identification number (PHIN)
  - 2.3.6 the patient's sex/gender
  - 2.3.7 any known drug allergies, sensitivities and other contraindications and precautions
  - 2.3.8 relevant medical history as required

*College of Pharmacists of Manitoba Mission:  
To protect the health and well being of the public by ensuring and  
promoting safe, patient-centred and progressive pharmacy practice.*

Member of the National Association of Pharmacy Regulatory Authorities



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## 3.0 Documentation

- 3.1 To ensure complete and consistent profiles, information should be recorded using a structured style (specific content format).
- 3.2 Licenced pharmacists may complement fields within a structured style with additional free-form text (unstructured notes) either to provide more in-depth information or to provide unusual and important details.
- 3.3 All documentation must be legible. Written entries must be made in ink, and electronic entries must be tracked with respect to the changes made and attributable to the person who made the changes. (As required by NAPRA's Pharmacy Practice Management Systems (PPMS): Requirements to Support NAPRA's "Model Standards of Practice for Canadian Pharmacists" document for compliance in Manitoba pharmacies by January 1, 2016.)
- 3.4 Notes must not be rewritten, or removed from any files or records. Where changes are required to ensure the accuracy of the profile, the changes must be auditable.

## 4.0 Compliance Adjudication

- 4.1 All documentation must be readily accessible and open to regulatory review

## 5.0 Appendices

- 5.1 NAPRA's Pharmacy Practice Management Systems (PPMS):  
[http://napra.ca/Content\\_Files/Files/NAPRA\\_Pharmacy\\_Practice\\_Management\\_Systems\\_November2013\\_b.pdf](http://napra.ca/Content_Files/Files/NAPRA_Pharmacy_Practice_Management_Systems_November2013_b.pdf)

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*A College Practice Direction is a written statement made by Council for the purposes of giving direction to members and owners about the conduct of their practice or pharmacy operations. Compliance with practice directions is required under the Pharmaceutical Act.*

*The process for development, consultation, implementation, appeal and review has been published on the MPhA website.*

Development Source:	Standards of Practice Committee
Regulatory Reference:	Section 72 <i>The Pharmaceutical Regulations</i>
Consultation Close:	August 18, 2014
Authorized by Council:	October 6, 2014
Effective Date:	October 10, 2014
Revised:	
Review Due:	

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