COLLEGE OF PHARMACISTS OF MANITOBA

Pharmacy Technician Final Check Application for Community and Hospital Practice

Section 1: Establishment Information

Date of submission	
Pharmacy name	
Pharmacy license number	
Pharmacy manager	

Person(s) who oversees the final checking processes (policy/procedures) of the pharmacy:	Name	Job title
	Name	Job title
	Name	Job title

Dispensary practices in place where the technician will be performing a final check: (check ALL that apply)

☐	Traditional prescription – manual dispensing process
☐	Traditional prescription – robotic/automated counting machine (e.g., ScriptPro, RxMedic, Baker, etc.) process
☐	Compliance packaging (e.g., blister, card, pouch)
☐	Repackaging of oral dosage forms in anticipation of a prescription (e.g., Automed; Euclid, unit ward stock, includes "pass-meds" or "LOA's" or "starter packs" etc.)
☐	Repackaging of other dosage forms in anticipation of a prescription (e.g., ointments, unit-dose oral liquids, etc.; includes – sterile product re-packaging)
☐	Compounding (extemporaneous, non-sterile)
☐	Compounding (sterile)
☐	Other (specify)

Section 2: Pharmacy Staffing

Number of pharmacists	
Number of pharmacy technicians	
Number of pharmacy assistants	
Number of other personnel (specify)	
Number of other personnel (specify)	

Section 3: Pharmacy Workflow - Checking Steps

*Include other checking steps that are not listed below if you are applying for those checking steps to be completed by a pharmacy technician under this application.

Checking Step	Type of Prescription	Currently Performed by (job classification or title)	Application for check step to be performed by a pharmacy technician (write **"YES"** in each box that applies)
Before a drug is packaged by others, check:			
• Initial filling or refilling of a canister (drug storage container) and associated calibration/programming of a robotic/automated **counting** machine for a drug			
• Initial filling or refilling of a canister (drug storage container) and associated calibration/programming of a robotic/automated **compliance packaging** machine for a drug			
• Output of a newly filled or refilled canister (drug storage container) of robotic/automated **counting** and **compliance packaging** machines			

Checking Step	Type of Prescription	Currently Performed by (job classification or title)	Application for check step to be performed by a pharmacy technician (write "YES" in each box that applies)
Before a sterile or non-sterile product is compounded by others, check:			
• Correctness and quality of ingredients in relation to a compounding recipe (formulation and process) approved by a pharmacist	New Rx		
	Refill Rx		
	Logged/unfilled Rx		
• Accuracy and precision of ingredient volume/mass measurements in relation to a compounding recipe (formulation and process) approved by a pharmacist	New Rx		
	Refill Rx		
	Logged/unfilled Rx		
Before a drug is dispensed, when the process of preparing the drug for dispensing was performed by others, perform a final check of the:			
• Accuracy of entry of information collected from a patient into a patient profile	New Rx		
	Refill Rx		
	Logged/unfilled Rx		
• Accuracy of recording or retrieval of data about a patient or a prescription	New Rx		
	Refill Rx		
	Logged/unfilled Rx		

Checking Step	Type of Prescription	Currently Performed by (job classification or title)	Application for check step to be performed by a pharmacy technician (write **"YES"** in each box that applies)
Before a drug is dispensed, when the process of preparing the drug for dispensing was performed by others, perform a final check of the: (continued)			
• Accuracy of entry of prescription information	New Rx		
	Refill Rx		
	Logged/unfilled Rx		
• Accuracy, quantity and quality of preparation or repackaging of a drug or a compounded item (non-sterile or sterile) for dispensing	New Rx		
	Refill Rx		
	Logged/unfilled Rx		
Before a drug is dispensed, when the process of preparing the drug for dispensing was performed by others, perform a final check of the:			
• Appropriateness of selection of a container for the drug or compounded item to be dispensed	New Rx		
	Refill Rx		
	Logged/unfilled Rx		
• Correctness and completeness of a label including auxiliary label if applicable, that is affixed to a container or package	New Rx		
	Refill Rx		
	Logged/unfilled Rx		

Checking Step	Type of Prescription	Currently Performed by (job classification or title)	Application for check step to be performed by a pharmacy technician (write **"YES"** in each box that applies)
• Accuracy and completeness of documentation on **repackaging** records	New Rx		
	Refill Rx		
	Logged/unfilled Rx		
• Accuracy and completeness of documentation on **compounding** records	New Rx		
	Refill Rx		
	Logged/unfilled Rx		
• Accuracy and completeness of documentation on **dispensing** records	New Rx		
	Refill Rx		
	Logged/unfilled Rx		
Other checking steps (specify):			

Specify what is excluded from final checking by a pharmacy technician and that must continue to be checked by a pharmacist. Document exclusions in the space below. For example, specify by drug class (e.g., cytotoxic drugs, vasopressors, etc.), category of compounded items (e.g., intraocular, intrathecal, etc.), or other dispensing type (e.g., narcotic or controlled drugs, dosage forms prepared in anticipation of a prescription, etc.).

Section 4: Final Review and Approval

<table>
<tr><td colspan="3">Field Operations Final Review
<i>For office use only.</i></td></tr>
<tr><td colspan="3">Comments:</td></tr>
<tr><td>Name</td><td>Signature</td><td>Date</td></tr>
<tr><td colspan="3">Registrar's Approval
<i>For office use only.</i></td></tr>
<tr><td colspan="3">Comments:</td></tr>
<tr><td>Name</td><td>Signature</td><td>Date</td></tr>
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Section 5: Final Check Policy and Procedure Document

The pharmacy must develop a comprehensive document for pharmacy staff outlining the final check policy and procedures specific to their site. The Final Check application process requires pharmacy managers and staff to assess current dispensing processes to determine the changes required for a pharmacy technician to perform the final check safely. The objective of the final check policy and procedure document is to provide new and current pharmacy staff with a detailed understanding of the pharmacy's final check process.

Pharmacy managers and staff should consider all aspects of the final check procedure and should include the following in the policy and procedure document:

Checking Process

- Lists of checks to be performed by technician (e.g., right patient, right drug, right quantity, etc.). Specify the procedure for different types of products or drugs (traditional prescriptions, compliance packages, compounds, etc.)
- Types of prescriptions (new, refill, logged) that can be checked
- Types of drug preparations involved or excluded (e.g. narcotics, cytotoxic/high alert medications, compounds, sterile products, etc.)
- Pharmacy workflow for applicable dispensary practices (traditional prescriptions, compliance packages, compounds, etc.) Must also include discussion of the responsibility of the pharmacist to perform clinical assessment of all prescriptions and complete counselling and also that a pharmacy technician cannot check a prescription they have prepared/filled.

Pharmacy Technician Qualification, Training and Evaluation

- Qualifications of a pharmacy technician to perform final checks and differences for new hires

and existing pharmacy technicians
- Training process and educational requirements:
    - for new hires and current staff
    - after an absence (specify minimum length of absence)
    - after suspension of checking duties or mandatory retraining
- Additional training requirements for different dispensary practices and products (e.g. sterile compounding, Scriptpro packaging, etc.)
- A description of retraining procedures if different when compared to initial training procedures, and how often/when retraining is required
- Evaluation of pharmacy technician checking competency. Specify what is assessed, how often, by whom and the accuracy rate or unacceptable rate of error that would suspend a pharmacy technician's checking duties.
    - for new hires and current staff
    - after initial training
    - after an absence (specify minimum length of absence)
    - after suspension of checking duties or mandatory retraining

Quality Assurance

Please note that in order to continue to be qualified, a pharmacy technician must have worked as a pharmacy technician for at least 600 hours in the preceding three-year period (starting three years after first qualifying), and have participated in the performance review conducted by the pharmacy manager or delegate at the practice site at a minimum of every two years. This includes documentation of hours worked as a pharmacy technician; an assessment of a technician's job performance in terms of quality of patient care, administrative skills and the ability to work consistently within the rules governing the pharmacy and pharmacy practice; and, documentation of attaining the Council approved professional development requirement.

- Performance review process – frequency, review of performance, documentation of hours worked and attainment of professional development requirements
- Assessment of checking competency by re-evaluation of checking competency and audits conducted. Provide specifics for re-evaluation process and audits (frequency of re-evaluation, how many checks are audited, how often, etc.)
- Unacceptable accuracy rate
- Procedure or process when performance issues related to inaccuracy during checking tasks are identified

Medication Discrepancies and Incidents

- Pharmacy procedure upon discovery of medication discrepancy or incident
- Procedure for continuous monitoring and addressing medication discrepancies and incidents

Recordkeeping

- Records (written and/or electronic) used to document pharmacy technician checks
- Storage of the records (how and where)