COLLEGE OF PHARMACISTS OF MANITOBA

Practice Direction: Patient Profiles

Scope and Objective

1.0 Expected Outcome

1.1 This document is a practice direction by Council concerning the implementation of patient profiles through the authority *The Pharmaceutical Act* (*The Act*) and the Pharmaceutical Regulation to *The Act (*the Regulation).

2.0 Document Jurisdiction

2.1 Compliance is expected from all licensed pharmacists, academic registrants, or interns as per Section 72 of the Regulation.

3.0 Regulatory Authority Reference

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

Practice Direction

4.0 General Principals

4.1 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.

4.2 Other non-prescription drugs, medical devices, and other items of clinical significance may be maintained on the patient profile as appropriate.

4.3 A patient profile must include:

- 4.3.1 the patient's full legal name,
- 4.3.2 the patient's chosen name, if provided by the patient,
- 4.3.3 the patient's pronouns, if the patient chooses to provide them,
- 4.3.4 the patient's home address, if available,
- 4.3.5 date of birth,
- 4.3.6 the patient's 10-digit telephone number, if available,
- 4.3.7 For Manitoba residents, the patient's personal health identification number (PHIN),
- 4.3.8 the patient's sex, if clinically relevant,

4.3.9 any known drug allergies, sensitivities and other contraindications and precautions,
4.3.10 relevant medical history,
4.3.11 the patient's height and weight, if clinically relevant,
4.3.12 drug indication, if available, and
4.3.13 drug discontinuation date and reason, if available.

5.0 Documentation

5.1 To ensure complete and consistent profiles, information should be recorded using a structured style (specific content format).

5.2 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.

5.3 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.)

5.4 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.

6.0 Compliance Adjudication

6.1 All documentation must be readily accessible and open to regulatory review.

7.0 Appendices

7.1 NAPRA's Pharmacy Practice Management Systems (PPMS)

7.2 Patient Profiles Terminology

A 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 is published on the College website.

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