College of Pharmacists of Manitoba

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Practice Direction
Test Orders

1.0 Scope and Objective:

1.1 Expected Outcome

This document is a practice direction by Council concerning the ordering of laboratory tests through the authority of *The Pharmaceutical Regulations* to *The Pharmaceutical Act* and *The Pharmaceutical Act.*

1.2 Document Jurisdiction (Area of Practice)

Ordering of laboratory tests is open to all licensed pharmacists with the appropriate knowledge.

1.3 Regulatory Authority Reference

Section 104 of *The Pharmaceutical Regulations* to the *Pharmaceutical Act* empowers the Council to create a practice direction for test orders.

1.4 Definitions

Critical Value is “a patient test result, exceeding defined limits that is potentially life threatening or may cause significant harm to the patient, if not acted upon by a physician or other clinical personnel responsible for patient care. These patients may require urgent evaluation/action by the physician/delegate” (source of definition: Shared Health Manitoba).

2.0 Practice Direction

2.1 In a hospital pharmacy practice, licensed pharmacists are bound by hospital policy for tests ordered for inpatients, which may restrict or limit activities and/or follow-up actions. If no policy exists, licenced pharmacists in a hospital pharmacy practice cannot order laboratory tests for inpatients or outpatients of the facility.

2.1.1 Hospital pharmacists who are ordering tests for inpatients need to complete a Regional Health Authority hospital-specific laboratory test education program.

2.2 Pharmacists shall only order laboratory tests for outpatients and in a community or clinical practice setting after successfully completing the education program "Manitoba Module: Ordering Lab Tests" and notifying the College of the completion.

2.3 Conditions

When ordering tests, a licensed pharmacist must:

2.3.1 only order laboratory tests in relation to a drug prescribed to a patient for the purposes of ensuring safe and optimal medication therapy (licensed pharmacists are limited to the tests listed in Schedule 1 to the regulations -see Appendices).

2.3.2 only order laboratory tests in relation to a drug that a pharmacist has prescribed only if the prescribing pharmacist is an extended practice pharmacist.

2.3.3 only order laboratory tests that are within the pharmacist's scope of practice.

2.3.4 only order tests if he/she has the knowledge of: the specific test, when the testing is appropriate, how the results should be interpreted in the context of other patient information, and what action should be taken based on the results.

2.3.5 make reasonable efforts to review currently available and relevant laboratory test results for the patient prior to ordering a laboratory test.

2.3.6 provide the practitioner, who prescribed the medication relevant to the test order, information about the patient condition and reason for ordering the laboratory test.

2.3.7 enter into dialogue with the patient about the test being ordered prior to the ordering of a laboratory test.

2.3.8 enter into dialogue with the patient and advise when the test is non-insured (i.e., not payable) by Manitoba Health.

2.3.9 be available and readily accessible or have alternate arrangements in place to respond to and act upon all critical laboratory values that are reported.

2.3.10 provide after hours and emergency contact information to the facility processing the test to insure their ability to contact the pharmacist, or

the predetermined alternate, in the event of a critical laboratory test result.

2.4 Pharmacists ordering lab tests must ensure that a policy and procedure manual is created and maintained in the pharmacy that includes the process for ordering and tracking laboratory tests and for responding to critical values.

2.5 Pharmacists must counsel patients about the test and provide information that is understandable and sufficient to allow the patient to make an informed decision to accept or decline the test. The counseling must include, but is not limited to, the clinical significance of the laboratory test, benefits and risks, the potential implications of the results, the proper procedure for having the laboratory test done (i.e., fasting, etc.), charge to the patient, and the process for communicating the laboratory test results to the practitioner and not directly to the patient.

2.6 If the pharmacist decides that a laboratory test is necessary, but the patient does not consent to having the test ordered by the pharmacist, the pharmacist must notify the practitioner who prescribed the medication relevant to the test order of his/her recommendations.

2.7 Pharmacists, with the exception of extended practice pharmacists, must use the Manitoba Pharmacist Laboratory Requisition form or other approved electronic ordering form when ordering laboratory tests for outpatients and in a community or clinical practice setting -see Appendices.

2.8 Pharmacists must have a procedure in place for tracking the receipt of test results that have been ordered.

2.9 Pharmacists must follow up with test results that are not received within the usual expected time frame.

2.10 Test results must be received at the pharmacy in such a manner that it maintains the patient's privacy.

2.11 Pharmacists must communicate the results of the test and any recommendations to the patient's practitioner within a reasonable period of time unless the result is a critical value. (See 2.12)

2.11.1 Pharmacists may communicate the results of the test and any recommendations to the patient upon authorization of the practitioner.

2.12 All critical values must immediately be assessed by the pharmacist or their designate and the practitioner consulted without delay in accordance with a predetermined protocol in the pharmacy, and, failing that, contact the patient directly and provide the recommendation commensurate to the critical value.

2.13 Documentation

2.13.1 The pharmacist must document and keep a record of all laboratory test results received and relevant patient information including:

- 2.13.1.1 A copy of the completed laboratory requisition form
- 2.13.1.2 The result of the test
- 2.13.1.3 The name of the patient
- 2.13.1.4 The address and contact information of the patient
- 2.13.1.5 The name of the pharmacist ordering the test
- 2.13.1.6 The test ordered
- 2.13.1.7 The reason for ordering the test
- 2.13.1.8 Acknowledgement of information and voluntary consent
- 2.13.1.9 The practitioner to whom the results and the recommendation from the test results was forwarded
- 2.13.1.10 Any recommendations made or actions taken as a consequence of the results received and the date they occurred
- 2.13.1.11 The date the pharmacist received authorization to provide the results and/or recommendations to the patient under Section 2.11.1 and any outcome from that discussion
- 2.13.1.12 The date the test was ordered or recommended
- 2.13.1.13 The date the results were received
- 2.13.1.14 The date the results were communicated by the pharmacist to the practitioner responsible for the patient's care
- 2.13.1.15 Amount being charged to the patient

2.14 Documentation is to be recorded in a readily retrievable manner either electronically or in written form.

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3.0 Compliance Adjudication

3.1 All documentation must be readily accessible and open to regulatory review

4.0 Appendices

4.1 SCHEDULE 1 (Section 100)

TESTS THAT A MEMBER (Pharmacist) MAY ORDER

Serum drug levels
Serum creatinine
Blood Urea Nitrogen
International Normalized Ratio
Partial Thromboplastin Time
Lipid panel
HbA1C (glycolated hemoglobin)
Blood glucose
Thyroid function
Complete Blood Count
Liver function
Electrolytes
Iron Indices
Vitamin levels
Total & Direct Bilirubin
Albumin
Total Protein

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 been published on the College website.

Development Source:	Standards of Practice Committee
Regulatory Reference:	Sec 100 - 106, *The Pharmaceutical Regulations*
Consultation Close:	September 17, 2013
Authorized by Council:	September 30, 2013
Effective Date:	TO BE DETERMINED
Revised:	April 17, 2015, September 16, 2015, January 8, 2018, July 23, 2018, October 15, 2018
Review Due:	