College of Pharmacists of Manitoba

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PHARMACY TECHNICIAN FINAL CHECK
INFORMATION SHEET

The Pharmacy Technician Final Check Application was developed by the College of Pharmacists of Manitoba (CPhM) for use in both community and hospital pharmacy. The application process requires pharmacy managers and staff to assess the current dispensing process and determine the changes required for the pharmacy technician final check procedure.

Please note that the proposed pharmacy technician final check process for your pharmacy must be approved by CPhM and submitted using the Pharmacy Technician Final Check Application. A pharmacy applies for approval for the final check process for the pharmacy, but not for each pharmacy technician.

The application contains seven sections. If you have any questions about the information contained on this guide, or the information contained on the Pharmacy Technician Final Check Application, please email registration@cphm.ca or fieldops@cphm.ca.

Section One and Two: Establishment Information and Pharmacy Staffing

These 2 sections includes basic information such as:

- Pharmacy name and licence number
- Pharmacy manager
- The individual(s) designated to oversee the final checking procedures of the pharmacy (ie. Pharmacy manager, pharmacist or pharmacy technician)
- A listing of the dispensary practices that will be performed by a pharmacy technician during a final check
- Information about pharmacy staffing

Section Three: Pharmacy Workflow – Checking Steps

This section requires you to review the current pharmacy workflow for final medication checks. When filling out this section, you should consider the following questions about the proposed workflow for final checks:

- What is the role of the pharmacist and the role of the pharmacy technician in final medication checks?
- Who prepares the medication or product?
- Under what conditions can a final medication check be performed by a pharmacy technician?
- What types/categories/schedules of medications or products can a pharmacy technician preform final checks on?

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- Are there any exclusions of medications a pharmacy technician can perform a final check? For instance, can a pharmacy technician perform checks on narcotics, sterile compounds, cytotoxic, high alert medications, and so on?

Some of the tasks listed in this section may not be relevant to your pharmacy as this application is for both hospital and community pharmacy. To start, you should determine the relevant tasks and identify the person currently responsible for them. Next, you should decide which tasks and types of prescriptions a pharmacy technician will handle if your application is approved by council.

Section Five: Final Check Policy and Procedure Document

This section requires a comprehensive outline of final check policy and procedures specific to your pharmacy. You are developing a checking procedure document for your pharmacy that will provide your staff (current and new) with specific information regarding which checks the pharmacy technician can perform, the checking procedure, and what documentation is required. A well-defined final check procedure will ensure a consistent and safe final check practice in your pharmacy.

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IMPORTANT NOTE:
You are not required to submit the Policy and Procedure Manual

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CPhM reviews and approves the technician final check application provided that the quality assurance processes outlined satisfy the requirements for adequate staffing, appropriate pharmacy workflow, checking policies and procedures, pharmacy technician qualifications and training, record keeping, and quality assurance. It should be noted that CPhM does not review the Policy and Procedure Manual**, it is the responsibility of the pharmacy manager to ensure the manual reflects compliant practice**. A store specific Pharmacy Policy and Procedure Manual must be maintained and updated by the pharmacy manager and reviewed with staff regularly. It is important to note that while pharmacy technicians are recognized under the Regulation to The Pharmaceutical Act with an enhanced scope of practice, pharmacy managers and supervising pharmacists remain responsible and accountable for all tasks completed by pharmacy technicians in Manitoba.

The application lists the different topics to discuss within the policy document and below are some additional examples of information to include:

1. Checking process
General information
- Inclusions and exclusions of products to be checked by technicians.
- Pharmacy technicians cannot check their own work including entering, filling or correcting a prescription
- All prescription - new and refills must be assessed for therapeutic appropriateness by a pharmacist before release to patient.
- Documentation by pharmacy staff who filled the prescription, completed the technical and also the pharmacist who completed therapeutic check. How can staff determine that all the checks

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are completed?
- Checks that are done for all types of prescriptions or products (right patient, drug, dose, directions and prescriber). The Structure Practical Training Manual has a section – The Technical Checking Process that discusses all these checks.
- Workflow – does technician complete the final check then pharmacist does therapeutic check or does it vary depending on the product
- Specific checks, documentation and workflow information for each product type or process:
- Traditional prescriptions
- Compliance packs
- Compounding – non-sterile and sterile
- Repackaging

2. Pharmacy technician qualifications, training and evaluation
Initial validation
- Does the technician have to complete a certain number of checks before being given authority to independently check prescriptions? Is the initial validation waived if technician completed their Structured Practical Training (SPT) and Demonstration of Product Release Proficiency (DPRP) at your pharmacy?
- Training requirements for different products or processes
- Revalidation – yearly and after absence
- Number of checks and what is process if error is found
- What length of absence would require revalidation?

3. Quality Assurance Process
Audits
- When, how and who and process if error is found

4. Medication discrepancies and incident procedures
5. Recordkeeping

Application Review Checklist

Complete the checklist to provide a summary of the technician final check processes the pharmacy plans to implement . For example, for Dispensing Practices you will list the types of dispensary practices where the technician will be preforming a final check (traditional, compliance packaging, compounding, etc.). Some sections require more detail such the checking procedure section. In this section, please provide a description of how products are checked , which specific types of checks are included in the manual (ex. Compounding, compliance packages), etc.

For more information on pharmacy technician scope of practice and pharmacy technician final medication checks, please review the Pharmacy Technician Final Check page.

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