

# Frequently Asked Questions: Pharmacy Technician Final Check Application



The Pharmacy Technician Final Check Application was developed by the College for use in both community and hospital pharmacy practice. The application process requires pharmacy managers and staff to assess their

current dispensing process and determine the changes required for the pharmacy technician final check procedure. Pharmacy managers must submit a copy of the proposed policies and procedures for Council approval using the [Pharmacy Technician Final Check Application](#).

To date, College Council has approved three Pharmacy Technician Final Check Applications. The following FAQ addresses some of the common questions the College received about the application process.

## 1. Why is it important to have a checking policy and procedure for Pharmacy Technician Final Check?

Pharmacy practices in community and hospital settings provide differing products and services. Accordingly, the responsibilities of pharmacy technicians will also vary from practice-to-practice, including the responsibility of final medication checks. A checking policy and procedure specific to your pharmacy provides current and new staff with the information they need to perform the final check, including:

- The types of products they can check;
- The procedure they need to follow for a given product; and
- How they should document the final check

A well-defined final check procedure will ensure a consistent and safe final check practice in your pharmacy. Please refer to the [Pharmacy Technician Final Check Information Sheet](#) to help you complete the application and for dates on upcoming Council meetings and deadlines for applications.

## 2. Our pharmacy already has a quality assurance policy to manage medication errors. Do we need one specific to pharmacy technicians?

Yes, all pharmacies who delegate final medication checks to pharmacy technicians must have a specific policy and procedure manual for them. The current pharmacy quality assurance policy should be updated to include the procedure for medication errors on prescriptions checked by a pharmacy technician. The process may be similar to other medication errors, but should also include

- a review of the pharmacy technician checking procedure,
- training requirements if subsequent errors occur, and
- the process for random audits of pharmacy technician accuracy in final checks

## 3. Can I submit a Pharmacy Technician Final Check Application if my pharmacy does not yet have a technician performing final checks?

Yes, if you plan to have a pharmacy technician perform final medication checks at a future date, you can preemptively submit a Pharmacy Technician Final Check Application. In Section 1: Establishment Information, omit the pharmacy technician's name, but indicate that you plan to have a pharmacy technician fulfill a final-checking role in the future.

Also, if your pharmacy plans to have a pharmacy technician overseeing the checking process of other pharmacy technicians in the future, then indicate this on your application.

## **4. How should a pharmacist sign-off on a final medication check that will be performed by a pharmacy technician?**

A prescription record needs to have either the handwritten signature/initials or the electronic signature/initials of the pharmacist who performed the therapeutic check and approved the prescription for filling. Any initials that are automatically generated do not fulfill this requirement. A prescription record must include the signature/initials of the person filling the prescription, the person completing the final check, and the pharmacist performing the therapeutic assessment and filling approval.

For more information, or if you have questions about the Pharmacy Technician Final Check Application, please contact Ronda Eros, Practice Consultant, by phone at 204-233-1411, or by email at [remos@cphm.ca](mailto:remos@cphm.ca).

## **5. What information should be included in the Section 6: Recordkeeping?**

This section refers to recordkeeping for final checks that are done by a pharmacy technician. The final checks may include regular prescriptions, compliance packs, refill of counting machine canisters, sterile product preparations, etc. The documentation of the final check may differ depending on the product. For each product type indicate what documentation is required. Recordkeeping of documentation for any pharmacy technician re-validation or audits would be listed within Qualifications and Training and/or Quality Assurance sections.

