



# 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 (College) 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 the College 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. College Council has five scheduled meetings per year and the Pharmacy Technician Final Check application must be received by the College no later than three weeks prior to the next Council meeting. Upcoming Council meetings for 2017 are as follows:

- **January 16, 2017** for consideration by College Council on **February 6, 2017**
- **March 17, 2017** for consideration by College Council on **April 7, 2017**
- **May 29, 2017** for consideration by College Council on **June 19, 2017**
- **September 11, 2017** for consideration by College Council on **October 2, 2017**
- **November 20, 2017** for consideration by College Council on **December 11, 2017**

Incomplete or missing documentation may delay review and approval of the application to the following meeting of Council.

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 contact Ronda Eros, Practice Consultant, by phone at 204-233-1411, or by email at [remos@cphm.ca](mailto:remos@cphm.ca).

## Section One and Two: Establishment Information and Pharmacy Staffing

Section One and Two of the Pharmacy Technician Final Check Application 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

Section Three of the application 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 perform final checks on?
- Are there any exclusions of medications a pharmacy technician can perform a final check on? 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 Four: Checking Policy and Procedures

Section Four of the Final Check Application requires a detailed procedure that lists the checks to be performed by a pharmacy technician including specific procedures for different types of products or drugs such as compounds.

**Please note:** You are developing a checking procedure for your pharmacy that will provide your staff with specific information regarding which checks the pharmacy technician can perform, the checking procedure, and what documentation is required. Build the procedure you outline in your application as an instruction manual for your pharmacy technicians.

### **Section Five: Pharmacy Technician Qualifications and Training**

Section Five of the application outlines the requirements for a pharmacy technician to continue to be qualified and listed as a pharmacy technician with the College. The pharmacy manager is responsible to determine and review the competency of the pharmacy technician to perform the final check, including the process for

- new hires,
- existing technicians and
- pharmacy technicians returning to practice.

The pharmacy manager will also indicate where additional training is needed before a pharmacy technician can perform a final check such as those on sterile products.

### **Section Six: Record Keeping**

Section Six of the application requires you to provide a detailed outline of how you will document final checks by a pharmacy technician, the pharmacist approval of the prescription, and patient counselling. You must also indicate how and where you will store these records.

## Section Seven: Quality Assurance

Section Seven of the application asks you to describe your pharmacy's procedure for handling and monitoring medication discrepancies and incidents (close calls and errors) and how quality assurance will be maintained. For instance, you will provide detailed descriptions to answer questions such as:

- What process will be in place when an error or near-miss occurs?
- How will random audits be conducted? For instance, how many will occur in a year and at what intervals? What is an unacceptable error rate? Where will the results of the audits be stored?
- How will the checking competency be evaluated?

For more information on pharmacy technician scope of practice please review [Know Your Role: Pharmacy Technician Scope of Practice](#).