



College of Pharmacists of Manitoba

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Pharmacy Technician Final Check Application: Supporting Document

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.

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.

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?

College of Pharmacists of Manitoba Mission:

To protect the health and well-being of the public by ensuring and promoting safe, patient-centred, and progressive pharmacy practice in collaboration with other health-care providers.

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- 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: Final Check Policy and Procedure Document

Section Four of the Final Check Application requires a comprehensive outline of final check policy and procedures specific to your pharmacy including:

- Checking process
- Pharmacy technician qualifications, training and evaluation
- Quality assurance policies
- Medication discrepancies and incident procedures
- Recordkeeping

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.

For more information on pharmacy technician scope of practice and pharmacy technician final medication checks, please review the [Pharmacy Technician Resource Guide](#) and the [Pharmacy Technician Final Check Application FAQ](#).