

Know Your Role

Pharmacy Technician Scope of Practice

Pharmacy Technician is a title restricted to individuals who meet the educational work experience and professional qualifications approved by the College Council.

The Regulation to *The Pharmaceutical Act* describes the tasks and responsibilities that are considered within the scope of practice of a pharmacy technician.

In a pharmacy, a pharmacy technician may perform the following tasks under the supervision of a licensed pharmacist:

- a) review the information in a prescription for compliance with federal and provincial law;
- b) before a drug is dispensed, perform a final check when the process of preparing the drug for dispensing was performed by another pharmacy technician, student, intern or another pharmacy staff person such as a pharmacy assistant, but only if the pharmacy manager has applied to Council for approval of the drug packaging preparation processes used in the pharmacy and Council has approved these processes;
- c) dispense a drug, if a licensed pharmacist has approved filling the prescription and the standards of practice related to a pharmacist's responsibility to counsel the patient are met;
- d) identify drug-related problems that require referral to a pharmacist;

- e) give instructions to a person about how to operate a medical device, but not an explanation involving the interpretation of the results or value of the device;
- f) ask a practitioner and receive his or her instructions as to whether an existing prescription can be refilled as previously prescribed and without any change to the prescription; and,
- g) perform necessary tasks at an external dispensing site.

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 Scope of Practice comparison chart on page four serves as a helpful tool to easily identify the additional tasks that may be performed by a pharmacy technician in a pharmacy.



New Pharmacy Technician Final Check Application

The Pharmacy Technician Final Check Application was developed by the College for use in both community and hospital pharmacy. The application process requires pharmacy managers and staff to assess current dispensing processes to determine the changes required for a pharmacy technician to perform the final check safely. Pharmacy managers and staff should consider all aspects of the final check procedure including:

- Pharmacy work-flow
- Types of drug preparations involved (cytotoxic/high alert medications, compounds, sterile products, etc.)
- Types of prescriptions (new, refill)

A checking policy and procedure specific to the pharmacy must outline the checks to be performed by the pharmacy technician and the specific procedures to be followed for different types of drug

products. All pharmacy technician checking policies must outline:

- Procedures for monitoring and addressing medication errors
- Procedures for documenting pharmacy technician checks

The pharmacy technician checking policy and procedure for the pharmacy should be available to all staff and included in your existing pharmacy policy and procedure manual.

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 employee technicians
- existing technicians and
- technicians returning to practice.

Please refer to the Pharmacy Technician Final Check Information Sheet for additional information to help you build your Pharmacy Technician Final Check policies and procedures. Pharmacy managers must submit a copy of the proposed policies and procedures for Council approval using the Pharmacy Technician Final Check Application.

College Council has five scheduled meetings per year. A Pharmacy Technician Final Check application must be received by the College no later than three weeks prior to the next Council meeting to ensure all necessary documentation is received and complete for review by Council. Incomplete or missing documentation may delay review and approval of the application by Council.

The Collaborative and Complimentary Roles of the Pharmacist and the Pharmacy Technician

Pharmacists and pharmacy technicians fulfill complementary roles in providing patient care. Pharmacy technicians perform many pharmacy tasks, **but** must also know when to involve a pharmacist. For example, pharmacy technicians can

- review prescriptions to ensure they meet legal requirements, **but** must refer drug-related problems they discover during medication checks or conversations with patients to a pharmacist
- give instructions to a patient about how to operate a medical device, **but** must leave any explanation involving the interpretation of results to a pharmacist
- accept an authorization for a prescription if it is unchanged by the prescriber, **but** must refer new or altered verbal prescriptions from the prescriber to a pharmacist.

The pharmacist remains responsible for reviewing all prescriptions, new and refilled, to determine whether the prescription is therapeutically appropriate and safe for the patient, and conduct medication counselling or provide drug information to all patients.

Once the prescription has been approved by the pharmacist, a pharmacy technician can perform the final check of the medication dispensed by another pharmacy technician or pharmacy assistant providing Council has approved the technician final check process in place at the pharmacy.

Pharmacy technicians and pharmacists each functioning to a full scope of practice can result in improved patient care and safety by:

- Improving work-flow in the pharmacy
- Providing additional time for pharmacists to be involved in drug therapy management activities and patient interactions

The 2017 deadlines for Pharmacy Technician Final Check applications are:

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**



Scope of Practice	Pharmacy Assistant/ Other Employee	Pharmacy Technician
Prepare and pre-package drugs for dispensing	✓	✓
Select an appropriate container	✓	✓
Replenish drug storage containers and dispensing machines	✓	✓
Attach the prescription label to a container	✓	✓
Record and retrieve data about a patient or prescription	✓	✓
Compound, if a pharmacist has approved the formulation and process	✓	✓
Enter prescription information into a database	✓	✓
Collect information from a patient for a patient profile	✓	✓
Manage drug inventory	✓	✓
Identify drug-related problems that require a referral to a pharmacist	✗	✓
Review the information in a prescription for compliance with federal and provincial law	✗	✓
Perform a final check when a medication was prepared for dispensing by another technician, student, intern, or pharmacy assistant, but only if the pharmacy manager has received approval from College Council for the drug packaging and preparation process	✗	✓
Dispense a drug if the supervising pharmacist has approved filling the prescription and the supervising pharmacist counsels the patient	✗	✓
Instruct a patient on how to operate a medical device, but not provide an explanation involving the interpretation of the results of the device	✗	✓
Ask for, and receive, a refill authorization from a practitioner on an existing prescription without any changes to the prescription as originally prescribed	✗	✓
Perform necessary tasks at an external dispensing site	✗	✓