



PEI College of Pharmacy Routine Site and Practice Assessment

Pharmacy Name:	<input type="text" value="Enter pharmacy name."/>
Address:	<input type="text" value="Enter pharmacy address."/>
Phone Number:	<input type="text" value="Enter main phone number."/>
Fax Number:	<input type="text" value="Enter fax number."/>
Email address:	<input type="text" value="Enter email address."/>
Date of Audit:	<input type="text" value="Enter date of audit."/>
Inspector's Name:	<input type="text" value="Enter inspector's name."/>

Staff Information

Pharmacist(s)	Name	Registration No.
Pharmacy Manager	<input type="text" value="Enter pharmacy manager's name."/>	<input type="text" value="Enter number."/>
Pharmacist	<input type="text" value="Enter Pharmacist 1 name."/>	<input type="text" value="Enter number."/>
Pharmacist	<input type="text" value="Enter Pharmacist 2 name."/>	<input type="text" value="Enter number."/>
Pharmacist	<input type="text" value="Enter Pharmacist 3 name."/>	<input type="text" value="Enter number."/>
Pharmacist	<input type="text" value="Enter Pharmacist 4 name."/>	<input type="text" value="Enter number."/>

Registered Technician(s)	Name	Registration No.
Technician	<input type="text" value="Enter RPhT 1 name."/>	<input type="text" value="Enter number."/>
Technician	<input type="text" value="Enter RPhT 2 name."/>	<input type="text" value="Enter number."/>
Technician	<input type="text" value="Enter RPhT 3 name."/>	<input type="text" value="Enter number."/>
Technician	<input type="text" value="Enter RPhT 4 name."/>	<input type="text" value="Enter number."/>



Site Assessment

Professional Service Area

	YES	NO	N/A
The professional service area of the pharmacy is easily identifiable and within sight of the pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy is equipped with a private patient consultation area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy is wheel-chair accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule III drugs are located in the professional service area of the pharmacy adjacent to the dispensary and are only available when a pharmacist is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule II drugs are located within the dispensary (no public access) and are only available for sale after consultation with a pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text" value="(Enter comments on professional service area.)"/>			

References

	YES	NO	N/A
The pharmacy has the required references as listed in the General Regulations to the PEI Pharmacy Act.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text" value="(Enter comments on references.)"/>			



Dispensary

	YES	NO	N/A
External signage clearly identifies the pharmacy name and hours of operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy is equipped with a lock and leave barrier which prevents access to the dispensary when a pharmacist is not present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All staff wear a name badge clearly identifying their function in the dispensary to the public.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary has a floor area of sufficient size for safe and orderly operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary is clean, sanitary, organized, well-ventilated and well-lit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary has a sink with hot and cold running water.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary has a refrigerator with a thermometer capable of recording minimum and maximum temperatures and is in compliance with the National Vaccine Storage and Handling Guidelines for Immunization Providers 2015 (Public Health Agency of Canada.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a lockable cupboard or safe for narcotics and controlled substances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exempted codeine products are located in the dispensary in an area not visible to the public. They are only available for sale after consultation with a pharmacist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a clearly marked disposal area for expired drugs and devices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The fax machine is located within the dispensary and out of public view.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a secure area on the premises where prescription files are stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a shredder on site or has a contract with a shredding company for disposal of personal information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dispensary has cleaning supplies for hand-washing and cleaning of utensils and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



There is a supply of light-sensitive vials with child-resistant caps, amber bottles, ointment jars and counting trays (one of which is dedicated to cytotoxic medications.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy is secured with an alarm system and locks to prevent and detect unauthorized entry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



Sterile Compounding

	YES	NO	N/A
The pharmacy has a dedicated room for sterile preparations including a certified laminar hood, sink with antibacterial soap and refrigerator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a dedicated area with minimal traffic flow for sterile compounding which is free of clutter and exterior packaging (cardboard boxes.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are gowns, masks, hair and shoe coverings, and sterile gloves for sterile preparation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has compounding supplies including: needles, syringes, filters, alcohol, swabs, disposal containers and solutions for cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is proper documentation such as compounding logs, daily cleaning logs, air quality reports, quality control and laminar flow hood certification reports.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a policies and procedures manual addressing all aspects of the compounding operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



Non-Sterile Compounding

	YES	NO	N/A
There is a dedicated area for compounding with cleanable surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are supplies for compounding such as: balance, ointment slab or parchment paper, metal spatula and non-metal spatula, mortar and pestle and graduated cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Note: The pharmacy should be aware of, and be preparing for the implementation of, the NAPRA Model Standard for Pharmacy Compounding of Non-Sterile Preparations . A guidance document is available on the College website. Implementation of phase one is required by January 31, 2021.			
Comments: <input type="text" value="Enter comments on non-sterile compounding."/>			

Professional Practice Assessment

Pharmacist(s) Name: Enter the name of pharmacist on duty to complete assessment.

Registration Number: Enter the pharmacist's registration number.

The professional practice assessment criteria are focused on the key areas of pharmacy practice outlined in the *NAPRA Model Standards of Practice for Canadian Pharmacists*.

These areas include:

1. Expertise in medications and medication use
 - a. Patient Focused Care
 - b. Documentation
 - c. Drug Distribution
 - d. Professional Services
 - e. Continued Competence
2. Collaboration
3. Safety and quality
4. Professionalism and ethics.



1. EXPERTISE IN MEDICATIONS AND MEDICATION USE

A. Patient Focused Care

	YES	NO	N/A
Appropriate patient information is gathered on receipt of all new prescriptions (including prescriptions to be logged) including: <input type="checkbox"/> patient identifying information (for example, date of birth or address) <input type="checkbox"/> indication for medication <input type="checkbox"/> changes to patient's health status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient profiles are maintained and updated including: <input type="checkbox"/> Patient name <input type="checkbox"/> Address and phone number <input type="checkbox"/> Date of birth <input type="checkbox"/> Allergies (including a notation of NKA if none) <input type="checkbox"/> Chronic medical conditions <input type="checkbox"/> ADRs reported <input type="checkbox"/> Non-prescription drug use <input type="checkbox"/> Medications from other sources (for example: samples, drug trials)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient profiles are reviewed for all new (including logged) and repeat prescriptions to identify drug-related problems such as correct indication, dose, dosage form, duration, potential duplication of therapy, potential contraindications and drug interactions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repeat prescriptions are reviewed for patient non-compliance or potential medication over-use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patient communication occurs with all new drug therapy including: <input type="checkbox"/> Identification of the patient <input type="checkbox"/> Drug allergy check <input type="checkbox"/> Name and class of drug prescribed <input type="checkbox"/> Directions for use (device directions if needed) <input type="checkbox"/> Description of therapeutic outcomes <input type="checkbox"/> Description of potential side effects <input type="checkbox"/> Asking about OTC medication and natural health product use <input type="checkbox"/> Discussion of potential drug interactions <input type="checkbox"/> Special storage requirements <input type="checkbox"/> Instructions on follow up if desired response is not obtained <input type="checkbox"/> Written material provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Pharmacists are routinely identifying patients who are at high priority for monitoring due to their medication, drug-related problem or disease.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a communication system between pharmacists to ensure monitoring is completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist is available to answer patient questions and assist in selection of non-prescription therapy. Appropriate patient information is gathered such as: <input type="checkbox"/> allergies <input type="checkbox"/> medical conditions <input type="checkbox"/> other prescription medications <input type="checkbox"/> other OTC medications or natural health products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist is involved in the sale of all Schedule II products as outlined in the Supplemental Standards of Practice for Schedule II and III Drugs .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



B. Documentation

	YES	NO	N/A
The pharmacist documents patient information in a timely, readily retrievable, and easily accessible manner. This information may include: <input type="checkbox"/> Changes made as a result of identifying and resolving DRPs <input type="checkbox"/> Patient follow up <input type="checkbox"/> Potential drug interactions and steps taken to mitigate risk <input type="checkbox"/> Professional services provided <input type="checkbox"/> Consultation with other health care providers <input type="checkbox"/> Requests for child safety caps <input type="checkbox"/> Test results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist is documenting patient counselling (or patient refusal of counselling.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The College's Narcotic and Controlled Drug Reconciliation practice directive is followed: <ul style="list-style-type: none">• Physical inventory is reconciled with computer or manual perpetual inventory;• Invoices are reconciled with purchase record;• Sales reports are reconciled with filed prescriptions;• Reconciliations of purchases and sales records are evident.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Narcotic purchases and sales records are maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text" value="Enter comments."/>			



C. Drug Distribution

	YES	NO	N/A
Incoming prescriptions are checked for authenticity and completeness (including faxed prescriptions.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a process in place for drug preparation which includes verification of correct product choice (for example, DIN check or UPC scanning.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pharmacy prescription labels: <input type="checkbox"/> include pharmacy name, address, phone number <input type="checkbox"/> include appropriate drug information <input type="checkbox"/> are placed on the inner and outer container (for example, eye drops, inhalers, topical products.) <input type="checkbox"/> indicate the actual quantity in the container for part-fills or quantities owed/balances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a technical product verification and visual check of product dispensed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist is completing a therapeutic check of each prescription, including refills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is a system in place to flag prescriptions which require pharmacist counselling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prescriptions are filed in a readily retrievable system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a system in place for prescription pick up which ensures correct patient identification.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prescriptions that have not been picked up by the patient within a reasonable time frame are cancelled in order to maintain the currency of the patient profile.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

« [Enter comments.] »



D. Professional Services

PHARMACIST PRESCRIBING

(Continued Care Prescriptions, Adaptations, Therapeutic Substitution, Emergency Prescribing, Prescribing for Minor Ailments.)

	YES	NO	N/A
The pharmacist undertakes prescribing activities in accordance with the College's practice directive Prescribing of Drugs by Pharmacists .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A pharmacist prescribing for minor ailments has an extended practice certificate in Minor Ailment prescribing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A pharmacist undertaking prescribing activities uses professional judgement to determine when prescribing is appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist explains the prescribing, adaptation or substitution to the patient or patient's agent and obtains (and documents) informed consent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist has appropriate knowledge of the patient, condition and drug being prescribed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist provides follow up and monitors the patient following prescribing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist communicates prescribing information to appropriate parties (for example, the patient's primary care provider.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist appropriately documents: <input type="checkbox"/> a new written prescription clearly identifying the prescribing pharmacist <input type="checkbox"/> details of the patient assessment <input type="checkbox"/> a follow-up and monitoring plan <input type="checkbox"/> verification of notification to appropriate parties <input type="checkbox"/> verification of patient consent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



TREATMENT OF OPIOID DEPENDENCE

	YES	NO	N/A
The pharmacist provides treatment of opioid dependence according to the College's Treatment of Opioid Dependence Practice Directives for Community Pharmacies .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All pharmacists involved in the provision of methadone and buprenorphine have an extended practice certificate in Dispensing Methadone and Suboxone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The College has been notified that the pharmacy is participating in the provision of medication for the treatment of opioid dependence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All methadone prescriptions for opioid dependence are written on the Methadone Maintenance Prescription Fax Form and are faxed by the physician to the pharmacy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist assesses each methadone and buprenorphine prescription to determine whether the dose fall within recommended practice guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy maintains a daily methadone/buprenorphine witness ingestion and carry log for each patient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A commercially available 10 mg/ml methadone solution is used when preparing doses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist accesses the patient arriving for witnessed doses. The ingestion of medication by the patient is witnessed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take home doses are provided by the pharmacist only to patients with an impenetrable locked box.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There should be no <i>unlabeled</i> bottles of methadone stored in the pharmacy refrigerator.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist notifies the prescriber in the event of missed doses, vomited doses, lost or stolen take-home doses or pharmacist dose refusals due to intoxication or sedation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

« (Enter comments.) »»



DRUG ADMINISTRATION

	YES	NO	N/A
The pharmacist undertakes administration of drugs and vaccines in accordance with the College's practice directive Administration of Drugs .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A pharmacist providing drug administration services has an extended certificate of practice in Drug Administration and College approved CPR and First Aid certifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist explains the administration to the patient or patient's agent and obtains (and documents) informed consent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A pharmacist administering an injection will ensure the drug product to be administered has been prepared for administration using aseptic technique.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist observes routine and established precautions for infection control.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist ensures the patient is monitored appropriately for adverse reactions and allergies and reports all major and moderate adverse events that occur following vaccine administration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist documents the administration of a drug by any method and maintains the record for a minimum of 10 years either electronically or manually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist administering a vaccine shall report to the Chief Public Health Office in accordance with the Public Health Act Immunization Regulations (recording on DIS.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



2. COLLABORATION

	YES	NO	N/A
The pharmacist identifies situations outside of the scope of practice or competence and refers the patient to appropriate health care professionals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist communicates to patients' care providers as necessary regarding the results of patient monitoring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text" value="(Enter comments.)"/>			

3. SAFETY AND QUALITY

	YES	NO	N/A
The pharmacy has a procedure in place for handling and reporting medication incidents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a process established for checking and removing outdated stock.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a process established for implementing and documenting drug recalls in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacy has a process for the safe disposal of drugs and sharps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Narcotic and controlled drugs are stored securely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments: <input type="text" value="(Enter comments.)"/>			



4. PROFESSIONALISM AND ETHICS

	YES	NO	N/A
The pharmacist counsels patients in a confidential manner in an area where conversation can not be heard by others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A patient's confidentiality is respected when prescriptions are delivered or provided to a patient's agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Only pharmacy personnel or authorized persons are permitted in the dispensary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The pharmacist communicates in a manner which allows for optimal patient understanding (for example, vocabulary and appropriate level of complexity.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



Additional Comments:

« Enter additional comments based on practice audit. »»