

## Policy Respecting the Direct Delivery of Extended Pharmacist Services in Rural Saskatchewan (Depots) (2008)

### ***Preamble:***

Ideally prescriptions should be provided to the patient by a pharmacist. However, it is recognized that in some instances, for various reasons, prescriptions are delivered to a patient through an agent acting on their behalf. This poses particular challenges to pharmacists in meeting their responsibilities to the patient. The following standards are intended to provide a level of delivery service that is consistent to all patients throughout the province.

It is important to note that these standards will apply to all situations where a prescription is delivered out side the premises of a pharmacy to a patient or an agent of the patient.

1. The proposed service must be documented and submitted to the College for approval by Council. It should describe the service and how it will meet local needs.
2. The service must comply with the Act and bylaws.
3. The proposed service must emanate from a permitted proprietary pharmacy. This means that the resources of a conventional pharmacy must be available to support the extended services of the pharmacist. The pharmacy manager must annually or at any significant change in operation of the depot (i.e., new ownership, renovations or relocation, staffing changes) go to the depot location for quality assurance purposes.
4. It is the responsibility of the pharmacist to ensure that the patient receives sufficient information and advice for the proper use of the drug delivered.
5. It is the responsibility of the pharmacist to ensure that the patient's right to confidentiality is paramount. To this end, when delivering prescriptions the outer package shall contain only the name and address of the patient. All communication and distribution of materials is done in a sealed manner, blind to the depot site.
6. The pharmacist shall ensure the proper storage; safety and security (not accessible by the public) requirements during transport to and at the depot site are in place.

### **Documentation**

7. The pharmacist shall take reasonable steps to be satisfied that all personnel responsible for the delivery of prescriptions are reliable and must provide a documents paper trail and proof of delivery.

Once the prescriptions arrive at the depot they should be checked against the packing list and stored in the locked cabinet.

A signature shall be obtained from the patient or patient's agent and kept on file at the pharmacy.

The pharmacist is responsible for ensuring that reasonable security and supervision of prescriptions is maintained between the time the prescription leaves the pharmacy and the time when the prescription is picked up.

8. Prescriptions not picked up within seven (7) days shall necessitate that the patient be contacted and if the medication is no longer required the prescription is to be returned to the pharmacy and it is the responsibility of the pharmacist to ensure that the prescription information is corrected on the Pharmaceutical Information Program (PIP) system and reversals to the DP&EBB, NIHB and other 3<sup>rd</sup> party payers are completed.
9. The depot cannot locate in an area with a proprietary pharmacy.
10. The depot location is not to sell any medical products restricted to a licensed pharmacy or other licensing authority.

