

Pharmacy Inspection Report: PHARMACY MANAGER INTERVIEW (PMI)

The pharmacy manager's role is critical to ensuring that appropriate policies and practices are established and implemented by the pharmacy for the optimal care and safety of its patients. The Nova Scotia College of Pharmacists (NSCP) routinely interviews pharmacy managers to ensure that they are fully aware of their role and responsibilities as described in the legislation, and to provide them with an opportunity to ask any questions about their role.

Pharmacy Information		
NSCP Inspector Name:	Inspection Date (MM/DD/YY):	
Pharmacy Name:	NSCP Pharmacy Licence Number:	
Pharmacy Address:		
Pharmacy Manager Name:	NSCP Licence Number:	

Pharmacy Manager Declaration		
I have reviewed the responsibilities of the pharmacy manager as described in the following legislation:		
Pharmacy Act		
s.23(1)(a), 26(1-4), 28(1-6), 29, 30(1), 51(7) and 73	<input type="radio"/> Yes	<input type="radio"/> No
Registration, Licensing and Professional Accountability Regulations		
"Renewing Pharmacy Licence": s.27(1-5)	<input type="radio"/> Yes	<input type="radio"/> No
"Notifying College of Change of Status of Pharmacy Manager": s.28	<input type="radio"/> Yes	<input type="radio"/> No
"Applying for New Pharmacy Licence on Replacement of Pharmacy Manager": s.29(1-4)	<input type="radio"/> Yes	<input type="radio"/> No
"Retaining Patient Records": s.37(1-3)	<input type="radio"/> Yes	<input type="radio"/> No
Pharmacy Practice Regulations		
"Changes": s.18(1-4)	<input type="radio"/> Yes	<input type="radio"/> No
"Qualifications of Pharmacy Manager": s.20(1-3)	<input type="radio"/> Yes	<input type="radio"/> No
"Responsibilities of the Pharmacy Manager": s.21(1-2)	<input type="radio"/> Yes	<input type="radio"/> No
"Reporting conduct of concern of employees to the College": s.21(3)	<input type="radio"/> Yes	<input type="radio"/> No
"Quality Assurance": s.22(1-4)	<input type="radio"/> Yes	<input type="radio"/> No
"Persons Permitted in Dispensary and Pharmacy": s.23(1-5)	<input type="radio"/> Yes	<input type="radio"/> No
"Security": s.26(1-3)	<input type="radio"/> Yes	<input type="radio"/> No
"Closing a Pharmacy": s.28	<input type="radio"/> Yes	<input type="radio"/> No

Policies, Positions and Guidelines									
I have reviewed the policies, positions and guidelines of the NSCP , and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards.			<input type="radio"/>	Yes	<input type="radio"/>	No			
The pharmacy provides compliance packaging service:	<input type="radio"/>	Yes	<input type="radio"/>	No	If "yes," I have reviewed the NSCP policy " Compliance Packaging ":	<input type="radio"/>	Yes	<input type="radio"/>	No
The pharmacy stores vaccines as part of its drug inventory:	<input type="radio"/>	Yes	<input type="radio"/>	No	If "yes," I have reviewed the NSCP policy " Refrigeration Policy ":	<input type="radio"/>	Yes	<input type="radio"/>	No
The pharmacy receives prescriptions by fax:	<input type="radio"/>	Yes	<input type="radio"/>	No	If "yes," I have reviewed the NSCP policy " Transmission of Prescriptions by Facsimile ":	<input type="radio"/>	Yes	<input type="radio"/>	No
The pharmacy provides delivery of prescription service:	<input type="radio"/>	Yes	<input type="radio"/>	No	If "yes," I have reviewed the NSCP policy " Delivery of Prescriptions ":	<input type="radio"/>	Yes	<input type="radio"/>	No
The pharmacy uses automated pharmacy systems:	<input type="radio"/>	Yes	<input type="radio"/>	No	If "yes," I have reviewed the NSCP position statement " Automated Pharmacy Systems ":	<input type="radio"/>	Yes	<input type="radio"/>	No
The dispensary is closed at times when the remainder of the store is open:	<input type="radio"/>	Yes	<input type="radio"/>	No	If "yes," I have reviewed the NSCP policy " Pharmacists not Present: Lock and Leave ":	<input type="radio"/>	Yes	<input type="radio"/>	No
I have reviewed the NSCP policy " Currency of Patient Medication Profiles ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with this policy:			<input type="radio"/>	Yes	<input type="radio"/>	No			
I have reviewed the NSCP policy " Destruction of Unused and Expired Controlled Drugs and Substances ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with this policy:			<input type="radio"/>	Yes	<input type="radio"/>	No			
I have reviewed the NSCP policy " Record Retention: Electronic Storage of Prescriptions ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with this policy:			<input type="radio"/>	Yes	<input type="radio"/>	No			
I have reviewed the " Pharmacy Reference Requirements " adopted by the NSCP, and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards.			<input type="radio"/>	Yes	<input type="radio"/>	No			
I have reviewed the NSCP policy " Temporary Pharmacy Closures ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with this policy:			<input type="radio"/>	Yes	<input type="radio"/>	No			
I have reviewed the NSCP policy " Practice Policy: Inventory Management of CDSA and Z-Drugs ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with this policy. I understand that I must conduct a narcotic count upon taking up the position as Pharmacy Manager:			<input type="radio"/>	Yes	<input type="radio"/>	No			
I have reviewed the NSCP policy " Releasing Medication to Patients and their Agents ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with this policy:			<input type="radio"/>	Yes	<input type="radio"/>	No			
Standards of Practice									
The pharmacy provides sterile compounding service:	<input type="radio"/>	Yes	<input type="radio"/>	No	If "yes," I have reviewed the NSCP " Standards for Sterile Compounding ":	<input type="radio"/>	Yes	<input type="radio"/>	No
I have reviewed the " Standards of Practice: Non-Sterile Compounding " adopted by the NSCP and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards.			<input type="radio"/>	Yes	<input type="radio"/>	No			
I have reviewed the " Standards of Practice: General Pharmacy Practice " adopted by the NSCP, and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards.			<input type="radio"/>	Yes	<input type="radio"/>	No			
I have reviewed " Standards of Practice: Opiate Agonist Maintenance Treatment Services " adopted by the NSCP, and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards.			<input type="radio"/>	Yes	<input type="radio"/>	No			
I have reviewed " Standards of Practice: Drug Administration ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards.			<input type="radio"/>	Yes	<input type="radio"/>	No			
I confirm that registrants providing drugs by administration hold a valid Drug Administration by Injection Permit.			<input type="radio"/>	N/A	<input type="radio"/>	Yes	<input type="radio"/>	No	
The Pharmacy use the services of another pharmacy to process prescriptions:	<input type="radio"/>	Yes	<input type="radio"/>	No	If "yes," I have reviewed the NSCP Standard " Centralized Prescription Processing (Central Fill) ":	<input type="radio"/>	Yes	<input type="radio"/>	No

I have reviewed " Standards of Practice: Continuous Quality Assurance Programs in Community Pharmacies ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards:	<input type="radio"/> Yes	<input type="radio"/> No
For a change in pharmacy manager, I have reviewed the minutes of the pharmacy's last Continuous Quality Assurance meeting:	<input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No
I have reviewed " Standards of Practice: Prescribing of Drugs by Pharmacists ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards:	<input type="radio"/> Yes	<input type="radio"/> No
I have reviewed " Standards of Practice: Testing " adopted by the NSCP, and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards:	<input type="radio"/> Yes	<input type="radio"/> No
I have reviewed " Supplemental Standards of Practice for Schedule II and III Drugs " adopted by the NSCP, and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards:	<input type="radio"/> Yes	<input type="radio"/> No
I have reviewed " Pharmacy Practice Management Systems: Requirements to Support NAPRA's 'Model Standards of Practice for Canadian Pharmacists' ," and am aware that I am responsible for the development, maintenance and enforcement of policies and procedures in the pharmacy to comply with these standards:	<input type="radio"/> Yes	<input type="radio"/> No
For a change in pharmacy manager, I have reviewed the results of the pharmacy's last Routine Inspection:	<input type="radio"/> N/A	<input type="radio"/> Yes <input type="radio"/> No
I am aware that I am responsible for ensuring that: <ul style="list-style-type: none"> – I have access to the pharmacy manager email account, so I can receive emails from the NSCP and can keep the pharmacy profile up-to-date in the NSCP database; – the pharmacy manager email account is checked frequently and regularly; and – emails that the pharmacy manager receives from the NSCP are communicated, as appropriate, to all pharmacy staff in a timely manner. 	<input type="radio"/> Yes	<input type="radio"/> No
I am aware that I am responsible for ensuring that all staff members who present themselves as registrants are registered and licensed to practice pharmacy in NS, which includes holding the appropriate insurance.	<input type="radio"/> Yes	<input type="radio"/> No

Comments

Pharmacy Manager:

NSCP Inspector:

Signature of Pharmacy Manager*: _____

Date (MM/DD/YY): _____

Signature of NSCP Inspector*: _____

Date (MM/DD/YY): _____

** I understand that typing my name in this field constitutes a legal signature.*