



## Licensed Pharmacy Technicians Scope of Practice

Adapted from: "Request for Regulation of Pharmacy Technicians"  
Approved by Council April 24, 2015

### DEFINITIONS

In this policy:

**"Act"** means *The Pharmacy and Pharmacy Disciplines Act*

**"Assistant"** means an unregulated person who is not an intern, and who is employed in a pharmacy to assist the licensed pharmacist or licensed pharmacy technician in performing functions.

**"Pharmacist"** means licensed pharmacist

**"Pharmacy technician"** means licensed pharmacy technician

**"Scope of Practice"** means the practices of the licensed pharmacist, licensed pharmacy technician that are limited by the Act, and within those limitations the areas in which the licensed pharmacist or licensed pharmacy technician is educated, competent and has recent experience.

**"Supervision"** means direct supervision where the licensed pharmacist or licensed pharmacy technician oversees the work of an assistant and takes responsibility for the tasks he delegates to the assistant.

### AUTHORITY

#### *The Pharmacy and Pharmacy Disciplines Act*

##### Section 23(2)

*A licensed pharmacist, licensed pharmacy technician or intern practising under the supervision of a licensed pharmacist or a licensed pharmacy technician may, subject to the terms, conditions and restrictions of that person's licence, perform all or any of the following practices:*

- (a) advise patients and other health care providers by providing drug and non-drug therapy knowledge respecting drug and non-drug therapy selection and use;*
- (b) monitor responses to and outcomes of drug therapy;*
- (c) compound, prepare, dispense and sell drugs;*
- (d) provide non-prescription drugs, parenteral nutrition and health care aids and devices;*
- (e) supervise and manage drug distribution systems to maintain public safety and drug system security.*

Section 14(2)

*Subject to this Act, regulatory bylaws may be made pursuant to section 13 for the following purposes: .....*

*(i) setting standards regarding the manner and method of practice of members;.....*

*(u) governing the delegation of functions by a member and prescribing the standards, terms and conditions of that delegation;.....*

*(hh) prescribing any other matters considered necessary for the better carrying out of this Act.*

## **The Regulatory Bylaws of the Saskatchewan College of Pharmacy Professionals**

### Section F.1 of Part F

#### **1. Practicing Member**

*Any member who wishes to practice must be registered as a practicing member. Where the person is applying for membership as a licensed pharmacy technician, he shall be granted a licence to practice. This license allows him to perform the practices authorized pursuant to section 23(2) of the Act and which practices may be further described by Council from time to time in policies, standards and guidelines. The said license also entitles the person to use the title "licensed pharmacy technician."*

## **SCOPE**

Under authority of the Act and regulatory bylaws of SCPP, this policy describes the scope of practice of the pharmacy technician within the context of the roles and responsibilities of pharmacists and pharmacy technicians. Appendix A further outlines their functions and tasks within that scope, and those functions and tasks that can be delegated to an assistant under supervision.

## **Roles and Responsibilities**

### **1. Pharmacists**

The pharmacist's primary role is to ensure that the prescribed medication is right for the patient. In order to do this they assess the patient, review patient history and medication history, ensure the drug therapy is appropriate (indication, dose, schedule, etc.), provide medication education, and monitor the ongoing therapy. The pharmacist continues to be authorized to conduct all pharmacy technician roles. The pharmacist also continues to be accountable for the overall supervision of pharmacies and the systems that are in place to ensure the safe storage, compounding, packaging and distribution of drugs. Furthermore, the pharmacist continues to be solely responsible and accountable for assessing the appropriateness of drug therapy (**both new and continuing**) and providing patient education and consultation. *A prescription cannot be released to the patient or agent on behalf of the patient without a pharmacist having performed these functions.*

### **2. Pharmacy Technicians**

The pharmacy technician's primary role is to ensure that prescriptions are filled correctly; e.g. the right medication gets to the patient, related administration and manage inventory. Pharmacy technicians prepare and distribute prescriptions, compound, prepare sterile and non-sterile preparations, check to ensure the correct drug is dispensed, receive verbal prescriptions, copy prescriptions for authorized recipients, transfer prescriptions to, and receive prescriptions from other pharmacies, ensure the integrity and stability of drug product (e.g. expiry date), and are authorized to check and accept responsibility for the work of individuals such as assistants employed in the pharmacy practice setting (e.g. community or hospital pharmacy).

Pharmacy technicians practice in an environment where procedures are in place to ensure the safety and integrity of the dispensing or compounding process (e.g. under the direction of a pharmacist) and a pharmacist is available to ensure the appropriateness of drug therapy and to educate and consult with patients. Pharmacy technicians exercise their professional judgment at all times and are able to recognize when the clinical expertise of the pharmacist is required.

### **3. Pharmacy Assistants**

The pharmacy assistant's primary role is to provide support to both the pharmacist and pharmacy technician in carrying out the technical functions of the dispensing process. Their duties are somewhat similar to that of the pharmacy technician with the exception that an assistant works under the direct supervision of a pharmacist or pharmacy technician and they will not be authorized to check the work of any other individuals within the pharmacy practice setting, nor accept accountability for their actions.

**APPENDIX A**

Key: Yellow = YES  
Blue = No

**SCOPE OF PRACTICE**

Green = YES with Pharmacist Supervision

**Includes Two Charts:**

1. Technical Roles
2. Clinical Roles

**1. Technical Roles**

<b>Pharmacy Services and Competencies</b>	<b>Pharmacist</b>	<b>Pharmacy Technician</b> (oversight by a pharmacist)	<b>Assistant</b> (under the direct supervision of a pharmacist or pharmacy technician)
<b>Technical Roles</b>			
obtain patient consent, where required	Yes	Yes	Yes
protect patient confidentiality	Yes	Yes	Yes
respect diversity	Yes	Yes	Yes
accept responsibility and accountability for actions	Yes	Yes	No
accept written prescriptions or refill requests from the patient or the patient's representative	Yes	Yes	Yes
receiving repeat prescriptions from health-care providers	Yes	Yes	No
receive verbal prescriptions from prescribers	Yes	Yes	No
input patient, third-party insurance, and prescription information into the computer	Yes	Yes	Yes
prioritize prescription processing	Yes	Yes	Yes
with the assistance of information software, identify potential interactions, therapeutic duplications and incompatibilities within patient profiles	Yes	Yes	No
confirm that the pharmacist has had the opportunity to review the prescription and patient profile or health record	N/A	Yes	Yes
refer therapeutic issues and questions to the pharmacist	N/A	Yes	Yes
select the product(s) needed	Yes	Yes	Yes
ensure integrity and stability of product(s) including expiry dates, colour, odour, etc.	Yes	Yes	Yes

<b>Pharmacy Services and Competencies</b>	<b>Pharmacist</b>	<b>Pharmacy Technician</b> (oversight by a pharmacist)	<b>Assistant</b> (under the direct supervision of a pharmacist or pharmacy technician)
take the medication from the shelf to the work area	Yes	Yes	Yes
calculate, convert, and document the result of dosage calculations	Yes	Yes	Yes
perform compounding calculations	Yes	Yes	Yes
verify calculations with the pharmacist	N/A	Yes	Yes
count, measure, weigh and / or pour medications	Yes	Yes	Yes
reconstitute medications	Yes	Yes	Yes
adhere to clean, or where required, aseptic techniques	Yes	Yes	Yes
verify accuracy and appropriateness of ingredients and quantities, including weights and volumes	Yes	Yes	Yes
verify the accuracy and completeness of a pharmaceutical product prepared for release	Yes	Yes	No
select type of prescription container	Yes	Yes	Yes
label container, including relevant auxiliary labels	Yes	Yes	Yes
pre-package pharmaceuticals including replenishment of stock bottles	Yes	Yes	Yes
prepare non-sterile compounds	Yes	Yes	Yes
prepare sterile compounds (including IVs, TPNs)	Yes	Yes	No
handle and prepare hazardous products appropriately	Yes	Yes	No
prepare bulk manufactured products	Yes	Yes	Yes
fill unit dose carts from a fill list	Yes	Yes	Yes
check filled unit dose carts	Yes	Yes	No
check and restock emergency boxes, cardiac arrest kits, nursing unit cupboards and carts and night cupboard supplies from an approved list	Yes	Yes	Yes
confirm that the pharmaceutical product has been checked and signed off by a pharmacist	N/A	Yes	Yes

<b>Pharmacy Services and Competencies</b>	<b>Pharmacist</b>	<b>Pharmacy Technician</b> (oversight by a pharmacist)	<b>Assistant</b> (under the direct supervision of a pharmacist or pharmacy technician)
provide appropriate patient information materials as specified by the pharmacist	N/A	Yes	Yes
confirm that the patient or patient's representative has received or has been offered counselling by the pharmacist	N/A	Yes	Yes
assist the patient to make informed decisions regarding the selection and use of drug administration devices, monitoring devices and health aids	Yes	Yes	No
comply with federal and provincial legislation, policies and standards applicable to pharmacy practice	Yes	Yes	Yes
follow procedures for the proper storage, handling, preparation, distribution, removal, and disposal of drugs	Yes	Yes	Yes
ensure the cleanliness, functionality, and integrity of compounding, packaging, dispensing and storage equipment	Yes	Yes	Yes
perform routine equipment maintenance	Yes	Yes	Yes
store and transport pharmaceutical products appropriately	Yes	Yes	Yes
manage inventory	Yes	Yes	Yes
question, report and assist in the resolution of potential and actual unsafe, illegal, unethical, or unprofessional actions or situations	Yes	Yes	Yes
use appropriate pharmacy reference material	Yes	Yes	Yes
direct patients to the location of non-prescription medications	Yes	Yes	Yes
act as a role model and mentor to new staff and students	Yes	Yes	Yes
collect and verify accuracy of patient demographics and known allergies	Yes	Yes	Yes
transferring and receiving prescriptions from other pharmacists or pharmacy technicians	Yes	Yes	No

<b>Pharmacy Services and Competencies</b>	<b>Pharmacist</b>	<b>Pharmacy Technician</b> (oversight by a pharmacist)	<b>Assistant</b> (under the direct supervision of a pharmacist or pharmacy technician)
checking pharmaceutical products prepared by an pharmacy technician or unregulated pharmacy personnel	Yes	Yes	No
perform quality assurance audits/checks on distribution functions and activities	Yes	Yes	No
initiate billing, verify, and assist in the adjudication for payment	Yes	Yes	Yes
provide copies of prescriptions on patients' request	Yes	Yes	No
assist patients and health care team members in understanding the scope, limitations and exceptions to third-party insurance coverage including coordination of benefits	Yes	Yes	No
compliance packaging	Yes	Yes	Yes
fax prescription renewals to physician	Yes	Yes	Yes
take medication history	Yes	Yes	No
medication reconciliation	Yes	No	No
document drug distribution processes and outcomes i.e. medication errors, missing meds, etc.	Yes	Yes	No
prepare reports and documents	Yes	Yes	No
use health information systems (e.g. PIP)	Yes	Yes	No
manage workflow	Yes	Yes	Yes

## 2. Clinical Roles

<b>Pharmacy Services and Competencies</b>	<b>Pharmacist</b>	<b>Pharmacy Technician</b> (oversight by a pharmacist)	<b>Assistant</b> (under the direct supervision of a pharmacist or pharmacy technician)
<b>Clinical Roles</b>			
be accountable to patients	Yes	Yes	Yes
interprofessional collaboration	Yes	Yes	No

<b>Pharmacy Services and Competencies</b>	<b>Pharmacist</b>	<b>Pharmacy Technician</b> (oversight by a pharmacist)	<b>Assistant</b> (under the direct supervision of a pharmacist or pharmacy technician)
call-back programs	Yes	No	No
certifying written drug orders	Yes	Yes	No
Chronic Disease Management	Yes	No	No
Collaborative Primary Health Care Teams	Yes	With pharmacist supervision technicians could be used for innovative services like triage, or booking appointments, etc.	No
Continuity of Care	Yes	With pharmacist supervision	No
distribution, dispensing, and administration of drug products with appropriate patient advice	Yes	No	No
documentation and communication of information and decisions	Yes	Yes	No
ensure appropriate prescribing for explicit objectives	Yes	No	No
ensure safe, accessible and cost-effective medicines are available	Yes	Yes	No
contribute to the implementation and maintenance of safe and effective systems of drug supply and distribution	Yes	Yes	No
health promotion and disease prevention requiring clinical knowledge	Yes	With pharmacist supervision in a collaborative environment	No
identify and resolve drug-related problems	Yes	No	No
recognize and respond to unusual patterns of drug distribution (including diversion, misuse, and fluctuations in utilization)	Yes	Yes	No
administration of drugs by injection and other routes	Yes	No	No
non-prescription drug selection and education	Yes	No	No
med assessment for compliance packaging	Yes	No	No



<b>Pharmacy Services and Competencies</b>	<b>Pharmacist</b>	<b>Pharmacy Technician</b> (oversight by a pharmacist)	<b>Assistant</b> (under the direct supervision of a pharmacist or pharmacy technician)
medication adherence programs requiring clinical knowledge	Yes	With pharmacist supervision- collect data and alert pharmacist to discrepancies or high-risk situations	No
medication reviews	Yes	No	No
minor ailment management	Yes	No	No
participation of patients in their own care	Yes	No	No
understand, participate in, and promote patient safety initiatives	Yes	Yes	No
pharmaceutical care/ medication management	Yes	No	No
Prescriptive Authority	Yes	No	No
Therapeutic Drug Monitoring (detection and resolution of drug-related problems)	Yes	No	No
timely recognition of drug indication and other signs and symptoms relevant to drug use, along with accurate identification of underlying disease	Yes	No	No

Questions?  
info@saskpharm.ca

Created: April 2015  
Revised: October 2016