



The Manitoba Pharmaceutical Association

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Manitoba Pharmaceutical Association Guideline:

Minimum Pharmacy Policy and Procedures Manual Content

(Effective July 1, 2004 for new stores; January 1, 2005 for pharmacies licensed prior to January 1, 2005)

The Pharmaceutical Regulations to the Pharmaceutical Act provides for the establishment of minimum library contents for the pharmacy library. One of the library requirements is a Policy and Procedures Manual for the pharmacy. The purpose of this document is to describe the minimum content of the manual and to provide a tool that a pharmacy may use in the development of the manual specific to that pharmacy. The expectation is that the manual will be updated as circumstances in the pharmacy change (e.g. change of ownership, change of manager etc.) or at a minimum of every three years.

Pharmacy Policy and Procedure Manual

Mandatory Content:

Table of Contents;

General Practice:

Pharmacy Name/Address/Telephone/Hours of Operation;

Manager/Pharmacists;

Technicians/Other Pharmacy Staff & Positions;

Position Descriptions (General);

Manager, Pharmacists, Technicians, Clerks etc.;

Security; Policy & Procedures; Dispensary & Balance of Facility;

Security; Opening & Closing; Keys, Opening, Closing, Lock & Leave, Alarm Company Contacts;

Security; Storage of email & Electronic Records Compliant with *The Personal Health Information Act* for 7 Years;

Security; Storage of Prescription Hard Copies for 2 Years Consistent with *The Manitoba Pharmaceutical Act*;

Non-Prescription Medication; Stock Layout, Sales, Exempted Codeine, NAPRA Schedule II & III;

Delivery/Mail; Policy & Procedure;

Dispensary:

Computer; PSV Supplier, Repair Contact, Supplies;

Dispensary Software; Counselling, Reference etc.;

Stock Layout; Diagram & Text;

Reference Library;

Work Flow Schematic (Text);

Work Flow Schematic (Diagrammatic);

Policy Procedures Manual Pharmacy

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Policy Procedures Manual Pharmacy:

Decoding **Policy Procedures Manual Pharmacy**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Policy Procedures Manual Pharmacy**," a mesmerizing literary creation penned with a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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Policy Procedures Manual Pharmacy Introduction

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