



# 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 licenced 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

**J Elliott**



## **Policy Procedures Manual Pharmacy:**

**Handbook of Institutional Pharmacy Practice** Thomas R. Brown, 2006 This comprehensive text provides fundamental information on a broad spectrum of essential topics in health system pharmacy practice From an overview of health delivery systems and hospital pharmacy through various practice settings such as home care long term care hospice and palliative care ambulatory care and managed care this text focuses on various elements important to health system pharmacies The Handbook of Institutional Pharmacy Practice is the first step in developing a career in pharmacy and provides opportunities for study in career enhancement New chapters included in the fourth edition Integrity of the Drug Supply Overview of the History of Hospital Pharmacy in the United States Interprofessional Teams Collaborative Practice Models Development Implementation and Monitoring Therapeutic Plans and Evidence Based Medicine *Operating Policies and Procedures Manual for Medical Practices* Bette A. Warn, Elizabeth W. Woodcock, 2001 *Manual for Pharmacy Technicians* Bonnie S. Bachenheimer, 2010-09-10 The trusted training resource for pharmacy technicians at all levels The role of pharmacy technicians is rapidly expanding and demand for well trained technicians has never been higher Technicians are assuming more responsibilities and are taking on greater leadership roles Quality training material is increasingly important for new technicians entering the field and current technicians looking to advance Look no further than the new 4th edition of the best selling Manual for Pharmacy Technicians to master the practical skills and gain the foundational knowledge all technicians need to be successful NEW chapters cover the latest essentials Specialty Pharmacy Practice Communication and Teamwork Billing and Reimbursement Durable and Nondurable Medical Equipment Devices and Supplies NEW features include Full color design photos and illustrations enhance learning Rx for Success boxes share tips to help techs excel on the job Technology Topics highlight the latest in automation technical areas Safety First features provide critical advice for enhancing safety reducing errors Bolded key terms defined in chapter level glossaries Streamlined contents divide book into 4 simple parts introduction to pharmacy practice foundation knowledge and skills practice basics and business applications Expanded self assessment questions and calculations content Alone or with the new edition of the Pharmacy Technician Certification Review and Practice Exam the Manual for Pharmacy Technicians 4th Edition offers pharmacy technicians the most relevant authoritative easy to use guide in the field Want more exercises and practice Look for the NEW Workbook for the Manual for Pharmacy Technicians Pharmacy Management Shane P. Desselle, David P. Zgarrick, 2005 Editors Desselle and Zgarrick have brought together 33 contributed chapters in their endeavor to prepare pharmacy students for the realities of managing a practice After a section on why it s important to study management in pharmacy school coverage includes the various ins and outs of managing oneself understanding stress operations people **Pharmacy Services** United States. Bureau of Health Care Delivery and Assistance, 1988 **Pharmacy Law in Alabama** Marilyn N. Bulloch, Scott Penzak, Lena McDowell, 2025-03-21 In most states anyone wishing to obtain a license to practice pharmacy must take a state specific test

on pharmacy law called the Multistate Pharmacy Jurisprudence Examination MPJE This exam is a combination of Federal pharmacy law and state specific laws While some states have their laws rules and regulations in an easy to access area there is no centralized area for all the content on the MPJE exam in Alabama Furthermore student pharmacists are typically only taught state specific laws rules and regulations for the state in which their school resides If a person graduates from a school in a different state they must compile all the information for the MPJE themselves which can be cumbersome and time consuming This book seeks to bridge this gap by including all the information needed to prepare for the MPJE for the state of Alabama authored by pharmacists who are actively practicing and teaching within the state

**Best Practices for Hospital and Health-System Pharmacy 2013-2014** American Society of Health-System Pharmacists, 2013-10-01 ASHP position statements and more than 70 guidance documents of varying scope provide ongoing advice to managers and practitioners to help improve the medication use process patient care and safety and patient outcomes and quality of life New or revised material in this edition includes Clinical Practice Guidelines for Antimicrobial Prophylaxis in Surgery Clinical Practice Guidelines for the Management of Pain Agitation and Delirium in Adult Patients in the Intensive Care Unit ASHP Therapeutic Position Statement on the Role of Pharmacotherapy in Preventing Venous Thromboembolism in Hospitalized ASHP Guidelines on Compounding Sterile Preparations ASHP Guidelines on Home Infusion Pharmacy Services ASHP Statement on the Pharmacy Technician's Role in Pharmacy Informatics ASHP Statement on the Pharmacist's Role in Substance Abuse Prevention Education and Assistance

*Hospital and Clinical Pharmacy* Mr. Rohit Manglik, 2024-07-24 A guide to the operations responsibilities and pharmaceutical care provided in hospitals including drug interactions patient safety and regulatory compliance

**Morr-Fitz, Inc. V. Blagojevich**, 2007

**The 340B Program Handbook: Integrating 340B into the Health-System Pharmacy Supply Chain** Andrew L. Wilson, 2018-05-15 The 340B Program Handbook Integrating 340B into the Health System Pharmacy Supply Chain is the comprehensive guide for pharmacy leaders hospital administrators legal counsel and pharmacy managers Developed by Andrew L Wilson PharmD FASHP this practical clear cut reference provides the most up to date information needed to implement and keep a high performing program running well

**Encyclopedia of Clinical Pharmacy** Joseph T. DiPiro, 2012-11-04 The Encyclopedia of Clinical Pharmacy is a valuable resource for today's clinical pharmacist and pharmacotherapist Over 200 researchers and practitioners provide ready access to more than 5 000 primary literature citations and hard to find research on Gene therapy Health service delivery models Best practices documents Pharmaceutical software development Legal controversies ethical issues and court rulings Drug dosing and electronic prescription Post marketing surveillance Generic equivalency Quality management procedures Educational and training programs Compiling expertise and recommendations from the American College of Clinical Pharmacy and the American Society of Health System Pharmacists the Encyclopedia unravels the increasing complexity of pharmacotherapy the problems of medication related morbidity and mortality and the impact that clinically empowered

pharmacists have on assuring safe and effective pharmaceutical care for patients      Best Practices: Position and Guidance Documents of ASHP American Society of Health-System Pharmacists,2024-01-23 The Most Comprehensive Set of Quality Guidelines Available to the Pharmacy Profession ASHP positions and more than 80 ASHP guidance documents of varying scope provide ongoing advice to practitioners and health systems to help improve the medication use process patient care and safety and patient outcomes and quality of life ASHP Statements ASHP Guidelines Technical Assistance Bulletins Therapeutic Position Statements Therapeutic Guidelines ASHP Endorsed Documents      The Managed Health Care Handbook Peter Reid Kongstvedt,2001 This thoroughly revised and updated book provides a strategic and operational resource for use in planning and decision making The Handbook enables readers to fine tune operation strategies by providing updates on critical managed care issues insights to the complex managed care environment and methods to gain and maintain cost efficient high quality health services With 30 new chapters it includes advice from managers in the field on how to succeed in every aspect of managed care including quality management claims and benefits administration and managing patient demand The Handbook is considered to be the standard resource for the managed care industry      Senate Bill California. Legislature. Senate,1979      *The 340B Program Handbook: Integrating 340B into the Health-System Pharmacy Supply Chain* Heather Easterling,2025-08-13 This fully updated guide offers practical strategies to help health system pharmacies implement manage and optimize a compliant 340B Drug Discount Program Designed to support covered entities the Handbook includes step by step guidance real world best practices and tools for self assessment New content covers emerging challenges like avoiding duplicate discounts through clearinghouses Ideal for anyone looking to strengthen their 340B program and extend resources to better serve patients      Essential Management Skills for Pharmacy and Business Managers Titus De Silva,2013-05-09 As a manager you will be expected to resolve a range of legal ethical operational human resource and financial issues that affect your organization Essential Management Skills for Pharmacy and Business Managers supplies the understanding you will need to manage the day to day challenges in this increasingly competitive environment Presenting a wealth of information on how to resolve common issues across all sectors of the pharmacy environment it uses case studies to illustrate the methods required to create a patient focused business where teamwork flourishes and continuous improvement becomes a reality The book describes the kinds of things that will most often go wrong in organizations of all types and sizes and provides proven methods for resolving these issues It explains how to develop and implement an effective quality management system in the pharmacy or a retail operation that complies with external standards Outlining an efficient performance appraisal system it describes how to manage diversity and details time tested problem solving conflict management and stress management techniques With coverage that includes employee management quality management and quality assurance the book describes how to create a harmonious work environment that promotes effective communication between pharmacy staff medical professionals care givers patients and customers

Complete with links to further information in each chapter it arms you with the tools to empower and motivate your employees to provide world class patient and customer care      **Federal and State Role in Pharmacy Compounding and Reconstitution** United States. Congress. Senate. Committee on Health, Education, Labor, and Pensions,2004      **E-drugs** United States. Congress. Senate. Committee on Health, Education, Labor, and Pensions,2000      **Handbook of Institutional Pharmacy Practice** Mickey C. Smith,Thomas R. Brown,1979      **Phoenix Indian Medical Center** Phoenix Indian Medical Center,1984

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### **Policy Procedures Manual Pharmacy Introduction**

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