

## **GRID ALERT GUIDELINES TO P.E.I. PHARMACISTS**

October 2001

The Registrar's Office of the Prince Edward Island Pharmacy Board will utilize electronic media to distribute important and time -sensitive information to Island Pharmacists and Pharmacies. When a Pharmacy receives this information, the Pharmacist on duty shall insure that all professional staff are made aware of its content. Depending on the nature of the information, it shall be filed so that it is readily retrievable for future use. All messages are distributed to each community and hospital Pharmacy and to the Medical Society of P.E.L

The following guidelines will assist the Pharmacist in how to initiate a "grid", receive a "grid" and file a "grid".

- All requests for grid messages must be initiated through the Registrar's Office.
- Anyone may make a request for a grid. However, the person initiating the grid must contact the Registrar's Office directly and identify themselves. "Third party" requests will not be considered.
- Grid messages must contain important, time - sensitive information that is pertinent to the professional practice of a Pharmacist and/or to the safety/welfare of the Public The information must:
  - be true and accurate, to the best of the initiator's knowledge
  - unless confirmed by criminal conviction, the term "alleged" shall be used in potential double doctoring and forgery messages or other instances involving a person
- The Pharmacist on duty at the time the message is forwarded is responsible to insure the information is conveyed to all professional staff.
- Information from the message shall be stored in an appropriate manner for easy retrieval at another date:
  - create a patient file for grids on double - doctoring, forgeries, or other information regarding a person not already on file
- Requests for information/data shall be responded to in a timely fashion and only to the registrar.
- Fax machines, or other form of electronic device, receiving the grid shall be kept in a secure, confidential area that is 'inaccessible to the public.