

**Computer Requirements for Pharmacy Practice**

These Guidelines, as recommended by the Professional Practice Committee, were adopted by Council on April 25, 1986, and revised April 1997. The Guidelines describe the elements required to meet the standards of current legislation and contemporary pharmacy practice.

1. All systems should incorporate a secure access code to activate system.
2. All systems must incorporate a code for individual pharmacists (initials preferable), for *each* new or repeat prescription filled under their supervision. Forced entry of pharmacists initials for each prescription is recommended. The pharmacist whose initials are recorded in the computer will hold final accountability for each prescription.
3. All systems must record the transaction date for the original prescription as well as each refill.
4. All systems must record all prescription information as set out by Federal and Provincial laws. This shall include but not be limited to the following:  
*The Saskatchewan Pharmacy Act, 1996;*  
*The Controlled Drugs and Substances Act and Narcotic Control Regulations;*  
*The Food and Drugs Act and Regulations.*
5. Systems should be capable of complying with the legal requirements of recording and storing, for two years, all required information for prescriptions (i.e. patient profiles). When the system does not have required capacity, patient profiles must be printed prior to purging, and filed in an easily accessible manner (i.e. alphabetical by name of patient, by date of purge).
6. All systems must be capable of ensuring that each new dispensed prescription has a unique number assigned to it and that this number cannot be re-issued or re-used.
7. All systems must be capable of producing a hard copy of each and every patient's profile in a format which is readily available to the Association's Field Officer or Health Protection Branch - Therapeutic Products Programme Inspector.
8. All systems, which offer a drug interaction program, must be capable of easily incorporating new information into the program.
9. All systems must require a deliberate procedure by the pharmacist for any "purging" of data from the system to occur.
10. Any changes in basic patient information must apply to all previous prescriptions in that

patient's profile.

11. All basic patient information fields, such as name, address, date of birth, hospitalization number of allergies, may be open fields. Changes or correction may be made in these fields at the time of original entry, or at a later date, as changes in information occur.
12. Any physician change in quantity, direction, physician, or refill authorization constitutes a new order and must be handled as such.
13. Any system which utilizes patient registration numbers to access patient medication profiles, must also have the capability of retrieving these medication profiles through an alphabetical search.
14. The pharmacist is responsible for monitoring the patient profile. Therefore, all systems shall provide the function of viewing the patient medication profile during the dispensing procedure.
15. The system must automatically alert the pharmacist when the authorized refills have expired, and must not allow further refills. Further, a system must not allow refills beyond the one year "life" of a prescription.
16. A record of the drug product dispensed (i.e. DIN), must be retained. If by changing the DIN on a prescription (i.e. due to formulary changes), previous prescriptions and refill records for that drug are also altered, a hard copy of the patient profile must be printed prior to changing the DIN. The hard copy of the profile must be filed in an easily accessible manner (i.e. alphabetical by patient name, by date of DIN change).
17. Alternately, the prescription and remaining refills may be brought forward in the system, utilizing a new prescription number and the new DIN.
18. All systems must comply with the requirements to constitute a legal prescription transfer, for a Schedule F drug, including:
  - indication that original prescription is void, and that no further sales shall be made
  - date of transfer
  - store prescription is transferred to (or from)
  - pharmacist initials
19. All systems must have backup capabilities, such as on either tape or disk. Backup must be done on a regular basis and at least once monthly. Backup tapes or disks must be securely stored, and archive backup tapes or disks must be stored off-site.