

Standard Operating Procedure: Pharmacy

1. Purpose

This SOP ensures that Pharmacy operations demonstrate appropriate oversight of prescription products. This extends to appropriate record keeping, ensuring expired products are appropriately managed and that dispensing labels contain all required information.

2. Scope

This SOP applies to all clinic staff.

This SOP does not contain all information for controlled and narcotic medication. See SOP Controlled Drugs and Narcotics for specific information on the safe handling of these medications.

3. Reporting Concerns

Concerns about pharmacy oversight are reported to ____role____. (*consider choosing a contact that staff will be comfortable approaching, has training, Health and Safety person/committee*)

If concerns are not adequately addressed, concerns can be directed to:

- **Workplace Safety and Health**

Winnipeg: 204-957-SAFE (7233)

Toll-free: 1-855-957-SAFE (7233)

<https://www.gov.mb.ca/labour/safety/index.html>

- **MVMA**

www.mvma.ca

204-832-1276

4. Procedure (General)

Inventory Management

No person shall give, sell, or offer for sale any product passed its expiry date.

Expired Product

- The practice uses the following system to ensure that expired product is removed from the pharmacy section:
 - o ____Insert person/role____ conducts a ____insert time period (weekly, monthly)____ inventory review to look for expired or soon to be expired product.

(Clinic Logo)

- Expired products are to be temporarily stored ____location____.
- Expired products are disposed of in a safe manner that meets provincial and federal requirements. This practice uses the following methods:
 - *Provides expired product to third party service provider(s) that destroy product:*
 - *Name, contact information*
 - *Name, contact information*
 - *Returns product to original distributor:*
 - *Name, contact information*
 - *Name, contact information*
 - *Local destruction (example: cremate product onsite)*
- *Consideration: keep records of how products were disposed of.*
- *Consideration: using veterinary software to monitor for expired product.*

Records

- Invoices/receipts for all prescription drug purchases must be maintained for at least 5 years.
- These invoices/receipts are managed by ____Insert role/person____.
- Invoices/receipts are stored in an orderly fashion ____Insert location____.

Dispensing Labels

1. In all cases, a generated and affixed dispensing label is required.
2. Medication that is dispensed in the original manufacturer's packaging will provide the client with only part of the required labelling information. In these cases, a dispensing veterinarian is not required to duplicate information from the manufacturers label on the veterinary dispensing label.
3. Each 'using unit' of product must be labeled by the dispensing facility. A using unit is defined as the amount of the medication in the manufacturer's packaging that is expected to be used when dispensed. For example, if units of medication are dispensed by the bottle, each bottle must have a dispensing label.
4. The following is the minimum information required to be included on a prescription drug label when dispensing for administration by non-clinic staff (e.g. clients):
 - i) The name, address, and telephone number of the dispensing veterinary clinic.
 - ii) The identification of the drug and its strength.
 - iii) The signature or initials of the veterinarian dispensing the drug (electronic or manual).
 - iv) The date the prescription is dispensed.
 - v) The name of the prescriber.

(Clinic Logo)

- vi) The name of the owner and the animal (or group identification) for which the drug is dispensed.
- vii) The directions for use as prescribed.
- viii) The quantity of the drug dispensed.
- ix) The withdrawal time for meat or milk (if applicable).
- x) The words “For Veterinary Use Only” or “Veterinary Use Only.”

5. Procedure (New Staff, Students, Volunteers)

The practice should consider how new staff, students and volunteers are onboarded. You may wish to include direction on the following, non-exhaustive list:

How are they oriented to the procedure?

How is the SOP communicated? manual log, posted on wall, staff training