 Department of Health Government of Nunavut		<b>NURSING POLICY, PROCEDURE AND PROTOCOLS</b>	
		<b>Community Health Nursing</b>	
<b>TITLE:</b>		<b>SECTION:</b>	<b>POLICY NUMBER:</b>
Dispensing Medications		Pharmacy	09-005-00
<b>EFFECTIVE DATE:</b>	<b>REVIEW DUE:</b>	<b>REPLACES NUMBER:</b>	<b>NUMBER OF PAGES:</b>
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<b>APPLIES TO:</b>			
Health Care Providers			

## 1. BACKGROUND:

The Department of Health (Health) recognizes that licensed pharmacy services are available in only a few communities in Nunavut. In order to provide quality and timely health care services, this policy will outline the necessary procedures steps to safely dispense medications to clients by health care providers (HCPs) in situations that are urgent/emergent, time sensitive or for short-term treatments including while waiting for a client's prescription delivery.

## 2. POLICY:

- 2.1. HCPs are permitted to dispense a client with required medications under the direction of physicians, nurse practitioners or dentists licensed in Nunavut.
- 2.2. Community Health Nurses (CHN), Public Health Nurses, Mental Health Nurses and Advanced Care Paramedics (ACP) are authorized to dispense medications according to their scope of practice, with or without a direct order from a physician, nurse practitioner or dentist according to:
  - 2.2.1 Government of Nunavut (GN) policies, procedures, and medical directives or the First Nations Inuit Health Branch Clinical Guidelines
  - 2.2.2 In alignment with the *Government of Nunavut Formulary 2021*.
- 2.3. In the event of a delayed retail pharmacy prescription where the client has no access to their medications, the HCP may dispense the minimum supply of medications required to that client from CHC pharmacy until the retail pharmacy prescription arrives.
  - 2.3.1. Verification is required against the client's most up to date written prescription.
  - 2.3.2. If the delayed medication is a controlled substance, a consult and order is required from a physician or nurse practitioner prior to dispensing the medication to the client from the CHC pharmacy.
- 2.4. During the process of providing retail pharmacy medications to a client, the sealed packaging must remain sealed. If the HCP physically opens the sealed medications at any point in time, they are accountable for verifying the accuracy of the medications against the original prescription.

## 3. PRINCIPLES:

- 3.1. HCPs are accountable to practice according to accepted standards governing the dispensing of medication.

## 4. DEFINITIONS:

- 4.1. HCPs: refers to Supervisors of Health Programs, Community Health Nurse, Public Health Nurse, Mental Health Nurse, Home Care Nurse, Nurse Practitioner, Licensed Practical Nurse, Registered Midwife, Acute Care Paramedic, Primary Care Paramedic.

## **5. PROCEDURE:**

### **5.1.** HCPs will follow the “12 Rights” of dispensing medication:

- i. Right client
- ii. Right medication
- iii. Right time
- iv. Right dose
- v. Right route
- vi. Right response
- vii. Right reason
- viii. Right documentation
- ix. Right assessment and evaluation
- x. Right client education
- xi. Right to refuse medication
- xii. Right Expiration date

### **5.2.** Prior to dispensing, HCPs will assess the therapeutic appropriateness of the medication.

### **5.3.** The HCP will advise the client on the therapeutic use of the medication and its effectiveness, possible adverse effects, and obtain verbal consent.

### **5.4.** The HCP will advise client on proper storage and drug safety.

### **5.5.** All medication must be labelled according to *Policy 09-011-00 Labeling Pharmaceutical Agents*, including medications prepackaged by a retail or hospital pharmacy and dispensed through the community health centre.

### **5.6.** HCPs must document the medication dispensed according to *Policy 09-006-00 Administering or Dispensing Pharmaceuticals – Documentation*. This Includes documenting:

- 5.7.1 Name of the medication
- 5.7.2 Strength of the medication
- 5.7.3 Dosage form
- 5.7.4 Quantity dispensed
- 5.7.5 Dosage instructions including frequency, interval and/or maximum daily dose
- 5.7.6 Reason for dispensing.
- 5.7.7 Date and time dispensed.

## **6. RELATED POLICIES, PROTOCOLS AND LEGISLATION:**

Policy 06-008-00 Documentation Standard

Policy 07-031-00 CHN Expanded Role: Diagnosing, initiating lab and x-ray tests and initiating drug treatment

Policy 09-006-00 Administering or Dispensing Pharmaceuticals – Documentation

Government of Nunavut Drug Formulary, 2021

Nunavut Nursing Act (S.Nu. 2003, c.17)

Nunavut Pharmacy Act (S.Nu.2006, c.20)

Licensed Practical Nurses Act (S.NU.2010, c.25)



## **7. REFERENCES:**

Pharmacy and Therapeutics Committee. *Nunavut Formulary 2021*

Registered Nurses Association of the Northwest Territories and Nunavut. (2007). *Bylaw 21:*

*Dispensing, Compounding and Packaging Drugs*. Yellowknife, NT.

College of Registered Nurses of Newfoundland and Labrador, (2017). *Dispensing by Registered Nurses Employed in Regional Health Authorities.*

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