



# PHARMACY PRACTICE POLICY

## Transfer of Prescriptions

### Introduction

The Food and Drugs Act authorizes pharmacists and pharmacy technicians to transfer prescriptions to another pharmacist or pharmacy technician, with the exception of those prescriptions for narcotics and controlled drugs. The Transfer of Prescriptions Policy clarifies the College's expectations with respect to the transfer of prescriptions involving pharmacists and pharmacy technicians in order to ensure safety, completeness of patient profiles and to avoid duplication of records.

### Policy

To ensure safety and optimal patient care, pharmacists and pharmacy technicians will transfer prescriptions in compliance with the Food and Drug Regulations and with the procedures outlined in this policy.

### Procedure

1. When prescriptions are being transferred from another pharmacy:
  - a. The accuracy of demographic (e.g., full name and health card number) and prescription information is confirmed prior to the transfer, including confirmation that the prescription is still active and is the most recent prescription available for the drug;
  - b. The pharmacist or pharmacy technician requesting a transferred prescription will ensure that all necessary information for a valid prescription is obtained, and in the case of a verbal transfer, create a written record that includes:
    - i. the original fill date of the prescription
    - ii. the date of the most recent refill,
    - iii. the information for an accurate, current and therapeutically appropriate patient record. The transfer of all prescriptions is not required.
  - c. The pharmacist or pharmacy technician will document the receipt of the transferred prescription including:
    - i. date of the transfer,
    - ii. identity of the receiving pharmacist or pharmacy technician,

- iii. identity of the pharmacist or pharmacy technician and pharmacy transferring the prescription; and
    - iv. any other relevant information.
  - d. The transferred prescription is limited to the number of refills remaining on the original prescription and shall not be filled or refilled after one year from the date it was prescribed.
2. When prescriptions are being transferred to another pharmacy:
  - a. A pharmacist or pharmacy technician will, in a timely manner and in accordance with the Code of Ethics, transfer a prescription to another pharmacist or pharmacy technician licensed in a Canadian jurisdiction;
  - b. The transferring pharmacist or pharmacy technician will document in the patient record that the prescription was transferred, including:
    - i. date of the transfer;
    - ii. identity of the transferring pharmacist or pharmacy technician;
    - iii. identity of the receiving pharmacist or pharmacy technician and pharmacy; and
    - iv. any other relevant information; and
  - c. All remaining refills at the transferring pharmacy will be cancelled.
3. When the request to transfer a prescription either to or from the pharmacy is identified as potentially requiring patient assessment, clinical analysis or application of therapeutic knowledge, the pharmacist is consulted.
4. When transferring logged prescriptions, pharmacists and pharmacy technicians must do so in accordance with the NSCP Logging of Prescriptions Policy.
5. A pharmacist or pharmacy technician may dispense a prescription transferred from a pharmacist or pharmacy technician licensed in another jurisdiction in Canada, including any remaining refills, if:
  - a. The prescription is not for a narcotic or controlled drug;
  - b. The transfer complies with the Food and Drug Act (Canada), the Controlled Drugs and Substances Act (Canada), and the regulations under those Acts; and
  - c. The prescriber is licensed and practises in Canada and, if licensed in Nova Scotia, would be entitled by law to prescribe that drug or device in Nova Scotia.
6. A pharmacist may transfer a prescription for a benzodiazepine or targeted substance once only. The Benzodiazepines and Targeted Substances Regulations do not authorize pharmacy technicians to transfer such prescriptions.

**Relevant Legislation:** Food and Drugs Regulations, Benzodiazepines and Other Targeted Substances Regulations

**Related Policies:** Logging Prescriptions, Fax Transmission of Prescriptions