

STANDARDS OF PRACTICE

Prescribing: Administration

Under Review: No

Issued By: Council: January 1, 2010 (*Faxing Prescriptions*)

Reissued by Council: March 10, 2016 (*Prescribing*); April 1, 2017 (name change
only: *Prescribing: Administration*)

The *Standards of Practice* of the College of Physicians & Surgeons of Alberta (“CPSA”) are the **minimum** standards of professional behavior and ethical conduct expected of all regulated members registered in Alberta. Standards of Practice are enforceable under the *Health Professions Act* and will be referenced in the management of complaints and in discipline hearings. CPSA also provides *Advice to the Profession* to support the implementation of the Standards of Practice.

1. A regulated member who issues a prescription for a substance regulated under the *Food and Drugs Act* (Canada) or *Controlled Drugs and Substances Act* (Canada) **must** ensure the prescription is accurate, legible and includes the following:
 - a. patient’s name;
 - b. date prescription is issued;
 - c. drug name, dose, form and quantity prescribed;
 - d. prescribing physician’s name;
 - e. prescribing physician’s:
 - i. address and telephone number; or
 - ii. registration number;
 - f. directions for use and number of authorized refills; and
 - g. direct authorization by valid signature (handwritten or digitally captured) that enables the dispenser to verify its authenticity.
2. Prior to transmitting a prescription, a regulated member **must**:
 - a. verify the prescription conveys the intended information; and

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- “Patient” includes, where applicable, the patient’s legal guardian or substitute decision maker.

- b. facilitate reasonable patient choice regarding dispensing pharmacy.
3. A regulated member who transmits a prescription **must** ensure the:
 - a. transmission method is secure to protect patient confidentiality and prevent diversion;
 - b. transmission for the purpose of dispensing can only be received by the intended licensed pharmacy; and
 - c. transmission is compliant with clause (1) and also includes the:
 - i. time and date of the transmission; and
 - ii. name and contact information of the intended licensed pharmacy.
4. A regulated member who transmits a prescription for a drug requiring a [TPP Alberta](#) (TPP) form **must** include the pharmacy's copy of the TPP form in the transmission clearly identifying:
 - a. the unique triplicate number;
 - b. the regulated member's TPP registration number; and
 - c. the patient's name, date of birth and personal health number.
5. A regulated member who uses an online platform (i.e., secure messaging) to transmit prescriptions **must**:
 - a. use only secure system-to-system messaging between an Electronic Medical Record (EMR) system and Pharmacy system or the Provincial Electronic Health Record (Netcare);
 - b. ensure the EMR has prescription transmission audit capabilities;
 - c. ensure the information is encrypted; and
 - d. have a current privacy impact assessment that addresses the use of secure system-to-system messaging.

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6. Notwithstanding clause (5), a regulated member **must not** transmit a TPP form using an online platform.
7. When issuing a prescription directly to a patient, a regulated member **must not**:
 - a. reference on the prescription a specific pharmacy, pharmacist, distributor, agent or broker in the absence of a compelling clinical reason; or
 - b. direct a patient to attend a particular licensed pharmacy unless justified by the limited availability of a product and/or service.

RELATED STANDARDS OF PRACTICE

- [*Cannabis for Medical Purposes*](#)
- [*Dispensing of Schedule 1 & 2 Drugs by a Physician for a Fee*](#)
- [*Prescribing: Drugs Associated with Substance Use Disorders or Substance-Related Harms*](#)
- [*Safe Prescribing for Opioid Use Disorder*](#)
- [*Sale of Products by Physicians*](#)
- [*Telemedicine*](#)

COMPANION RESOURCES

- [Advice to the Profession: Prescribing: Administration](#)
- [Advice to the Profession: Electronic Communications & Security of Mobile Devices](#)
- [Are You Up to Standard? Prescribing: Administration](#)
- [2017 Canadian Guidelines for Opioids for Chronic Pain](#)

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