

Compliance Packaging Procedure

This document is prepared by www.pharmasist.ca

Note: Conduct independent double checks whenever possible in the pharmacy workflow.

1. Pharmacist Verification and Grid Preparation

- Pharmacist verifies medications entered in the patient profile against original prescriptions.
- Pharmacist compares profile with the computer-generated compliance package grid.
- Pharmacist prints the grid for the assistant.
- For first fills, another staff member verifies the grid against original prescriptions as a secondary check.
- Pharmacist highlights medications with special dosing schedules.

Assistant Preparation

- Collect medications and arrange them in grid order.
- Verify DIN and initial beside each DIN on the grid.
- Record expiry date of each medication on the grid.
- Pre-count each medication.
- Place medication in a vial on top of the original stock bottle.

Medication Integrity

- Package medications as soon as possible after removal from stock bottle.
- Minimize atmospheric exposure.
- Use gloves or tweezers to avoid direct contact.
- Wash hands frequently.
- Prepare in a quiet, non-distracting area.

2. Pharmacist Pre-Fill Check

Pharmacist visually inspects stock bottles and verifies drug shape, colour, DIN, drug name, drug strength, and expiry date before approving filling of the compliance package.

3. Filling Process

- Assistant puts on gloves before filling.
- Assistant follows the grid and double checks the location of each pill.
- Assistant initials beside each medication location in the table on the grid.
- Bottles are flipped upside down once used.
- Pharmacist inspects stock bottles, medication placement, and the completed package.
- Pharmacist seals the package after final inspection.

Label Requirements

- All required container identification markings apply.
- Include the information that would appear on individual vial labels.
- Include shape and colour description of each tablet or capsule.
- Include dosing day and time for each medication.
- Highlight medications with different frequencies on the grid label.
- Sequentially number packages where appropriate.

Final Handling

- Pharmacist signs hard copies of prescriptions.
- Pharmacist packages compliance packs for pickup or delivery.
- Use appropriate paper bags.
- Store under dry, temperature-controlled, and light-controlled conditions until dispensed.
- Return medications to shelves after completion.

4. Final Documentation

- Pharmacist signs printed grid.
- Scan the signed grid to the patient profile.
- Scan or retain with filled prescription records as per pharmacy workflow.
- Document concerns, interactions, changes, or patient-specific notes in the patient journal.

New Patient Checklist

- Double check grid against original prescriptions by at least two staff members, including a pharmacist.
- Obtain all required signatures, including frequent dispensing authorization.
- Discuss benefits and safety concerns with patient or agent.
- Explain that compliance packs are not child-safe.
- Recommend secure storage away from children.
- Discuss dose changes if prior adherence was inconsistent.

Dose Change / Discontinuation

- Assess health status and update profile.
- Review full profile and medication purpose.
- Assess allergies, lifestyle, interactions, contraindications, and precautions.
- Counsel on use, duration, side effects, storage, disposal, and monitoring.
- Schedule follow-up for efficacy and safety.
- Provide medication leaflet.

5. Refill Assessment

- Review patient profile for ongoing appropriateness, tolerance, efficacy, and safety.
- Review profile notes while communicating with the patient.
- Assess for recent or expected changes.
- Assess effectiveness and adverse effects.
- Update medical conditions and lifestyle notes.
- Document changes or updates in the patient journal.