

Compounding Standard Operating Procedure

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Independent double checks should be performed whenever possible throughout the compounding process.

1. Prescription Processing and Verification

- Pharmacist processes the prescription through pharmacy software.
- Pharmacist compares prescription, hard copy, and compounded product report.
- Pharmacy assistant independently reviews the prescription, hard copy, and report.
- Any concerns must be discussed with the pharmacist before proceeding.
- Create a new compound log sheet when required.
- Attach the master formula to every new log sheet.
- Pharmacist and assistant review the formula together.

Staff Preparation

- Wash hands thoroughly.
- Put on gloves before handling ingredients.
- Collect all required ingredients.
- Collect appropriate equipment.
- Verify formula requirements before beginning.

Equipment Selection

-  Non-hazardous topical mixtures.
-  Hazardous/cytotoxic topical mixtures.
-  Hazardous/cytotoxic oral mixtures.
-  Non-hazardous oral mixtures.

2. Pharmacist Equipment Verification

The pharmacist verifies all ingredients, chemicals, stock bottles, measuring devices, containers, and equipment before any measurements are performed.

3. Documentation Before Compounding

- Document lot number for every ingredient.
- Document expiry date for every ingredient.
- Complete all applicable log sheet fields.
- Verify calculations and quantities required.
- Ensure formula reference is available.

Ingredient Measurement

- Assistant measures the first ingredient.
- Ingredient remains beside original stock bottle.
- Pharmacist verifies ingredient identity.
- Pharmacist verifies measured quantity.
- Repeat for every ingredient used.

Required Verification Points

- Drug name.
- Strength or concentration.
- Lot number.
- Expiry date.
- Measured quantity.

4. Compounding Process

- Compound according to the approved master formula.
- Follow all formula instructions exactly.
- Maintain clean work surfaces throughout preparation.
- Use only designated equipment for the preparation category.
- Prevent cross-contamination.

Quality Assessment

- Pharmacist evaluates final volume.
- Assess consistency.
- Assess colour and appearance.
- Assess homogeneity when applicable.
- Verify final preparation meets expected standards.

Packaging

- Select appropriate container.
- Transfer product safely.
- Ensure container closure is appropriate.
- Prevent leakage or contamination.
- Apply product-specific storage requirements.

5. Labelling Requirements

- Attach prescription label.
- Attach required auxiliary labels.
- Apply beyond-use date (BUD).
- Apply storage instructions.
- Apply handling warnings when required.
- Ensure labels are clear and legible.

6. Final Pharmacist Check

- Inspect final compounded product.
- Verify packaging and labelling.
- Verify expiry/BUD assignment.
- Verify auxiliary labels.
- Confirm documentation is complete.
- Approve release for dispensing.

7. Dispensing and Storage

- Pharmacist places product in dispensing bag.
- Label bag as required.
- Store under appropriate conditions until pickup or delivery.
- File compound documentation with the compound log sheet.
- Maintain records according to pharmacy retention requirements.

Compounding Standard Operating Procedure Quick Reference

pharmasist.ca/pharmacy-resources