

Reference Manual Documents - Suggested List for Pharmacy Managers

Colour Key: Core topics pharmacy managers must know as they apply to all pharmacies.

Specialized services that apply to some pharmacies.

Disclaimer: This document is not intended to serve as an exhaustive list of pharmacy manager responsibilities. Instead it provides a list of key documents in the SCPP reference manual that are critical for pharmacy managers. All members and pharmacy managers are expected to understand and comply with information found in all reference manual documents.

Overarching Responsibilities

[Pharmacy Manager Policy](#)

[Pharmacy Manager Responsibilities](#)

[Director's Duties and Responsibilities](#)

Pharmacy Operations

[Infection Control Standards and Guidelines](#)

[Hand Hygiene Guidelines and Standards](#)

[Respiratory Hygiene and Cough Etiquette Standards and Guidelines](#)

[Pharmaceutical Waste Disposal Program](#)

[Professional Services Area - Delineation of the Pharmacy](#)

[Computer Requirements for Pharmacy Practice](#)

[Violence Policy Statement](#)

[Central Fill Policy Statement](#)

[Depots: Direct Delivery of Pharmacy Services Policy](#)

[Long-term Care Standards](#)

[Satellite Proprietary Pharmacy Permit Criteria](#)

Privacy & Consent Requirements

[Data Sharing Agreement Template for Non-Trustees](#)

[HIPA and PIPEDA - Preparing Your Community Pharmacy](#)

[Guidelines for Use and Disclosure Personal Health Information for Secondary Purposes](#)

[Patient Confidentiality and Release of Confidential Records](#)

[Release of Confidential Records of Minors to Parents/Guardians](#)

[Powers of Attorney, Health Care Directives, Sub. Decision Makers](#)

[Privacy Officer - Bylaw and Interpretive Guidelines](#)

[SCPP Privacy Policies](#)

[Privacy Policies and Procedures & Template](#)

[Suggested Position Description – Community Pharmacy Privacy Officer](#)

Documentation, Record Retention and Communication

[Electronic Transmission and Storage of Prescriptions](#)

[Record Keeping Requirements](#)

[Pharmaceutical Information Program \(PIP\) Guidelines](#)

Emergency Preparedness

[Emergency Preparedness Resource Kit](#)

[Emergency Preparedness – Modifications to Pharmacy Operations and Hours](#)

[Emergency, Disaster or Pandemic - Ethical Duty](#)

[Pharmacy Closures \(Temporary\): Model Regulatory Policy Due to Pharmacist Absence](#)

Continuous Quality Improvement/COMPASS

[Quality Improvement Reviews \(QIRs\)](#)

Controlled Substances and Prescription Review Program

[Conditions of Sale for Low-Dose \(Exempted\) Codeine Products](#)

[Forgeries](#)

[Record Keeping Requirements for CDSA Drugs](#)

[Loss and Theft Guidance and Report Form](#)

[Destruction of Controlled Substances](#)

[Narcotic Reconciliation](#)

[Prescription Regulations Summary Chart](#)

[Prescription Review Program](#)

[Opioid Agonist Therapy Standards](#)

Human Resources and Professional Standards

[Orientation to Practice Guide](#)

[Relief / Casual Pharmacists Policy](#)

[Pharmacy Technicians Scope of Practice](#)

[Code of Ethics](#)

[Refusal to Provide Products or Services for Moral or Religious Reasons](#)

[Termination of a Pharmacist-Patient Relationship](#)

[Social Media Policy](#)

[NAPRA Standards of Practice for Pharmacists and Pharmacy Technicians in Canada](#)

[Standards of Practice for Saskatchewan Pharmacists](#)

[Supervision of Pharmacy Interns](#)

Prescribing

[Prescriptive Authority - Pharmacists](#)

[Prescriptive Authority - Decision Making Framework](#)

[Vaccine Preventable Diseases Immunization in Canada](#)

[Travel Health](#)

[Collaborative Practice Agreement Framework](#)

Administering Drugs by Injection

[Administration of Drugs by Injection and Other Routes](#)

[Vaccine Storage, Handling and Transport Guidelines](#)

[Refrigerator and Temperature Monitoring Equipment](#)

Dispensing

[Compliance Packaging Guidelines](#)

[Patient Identification](#)

Compounding

[Compounding - Non-Sterile Preparations](#)

[Compounding - Non-Hazardous Sterile Preparations](#)

[Compounding - Hazardous Sterile Preparations](#)

Laboratory Tests and Medical Devices

[Accessing, Ordering, Using or Interpreting](#)

[Sale and Distribution of Medical Testing Devices and Other Diagnostic Products](#)

[Performing Tests for Drug Therapy Management](#)