Exam Format
Electronic, 100 multiple-choice questions, closed book, 2-hour time limit.

Minimum passing score
70%. Candidates will receive a pass/fail notification only; no mark will be issued. Three attempts only.

Content
Your knowledge will be tested in five areas of pharmacy practice.

1. Ethics and Professionalism
2. Dispensing
3. Drugs and Health Care Products
4. Pharmacist Prescribing in Alberta
5. Pharmacy Operation

You will be tested on facts, concepts and procedures. The majority of the exam will test your ability to remember foundational aspects of pharmacy legislation, understand key concepts set out in the standards and code of ethics, and apply procedural knowledge essential to the safe and effective practice of an entry-level pharmacy technician. Approximately twenty percent (20%) of the exam will be scenario based, requiring you to analyse a process or evaluate a situation and apply your knowledge of the Standards of Practice for Pharmacists and Pharmacy Technicians and the Standards for the Operation of Licensed Pharmacies to demonstrate your grasp of the legislative framework that governs the pharmacy profession in Alberta.

A list of statutes that govern pharmacy practice in Alberta and the resources that complete the framework are listed in the appendix. These are available on the Alberta College of Pharmacists’ website (https://pharmacists.ab.ca) under the Practice Resources tab, unless otherwise directed.

How to prepare
As you have heard many times before, no piece of pharmacy legislation should be read in isolation. The appendices offer an exhaustive list of legislation that impacts the content of the exam questions. However, for the purposes of this examination, your primary study resources include the:

- Health Professions Act and
  - the Pharmacists and Pharmacy Technicians Profession Regulation,
- Pharmacy and Drug Act and
  - the Pharmacy and Drug Regulation,
- Health Information Act,
- Standards of Practice for Pharmacists and Pharmacy Technicians, including
  - the Summary of changes from 2007 standards for pharmacists,
- Standards for the Operation of Licensed Pharmacies, including
  - the Summary of changes from 2007 standards for pharmacies,
- ACP Code of Ethics,
- ACP Bylaws,
ACP Practice Guidelines,
Alberta Drug Schedules,
Triplicate Prescription Program (TPP).

You may want to refer to other statutes and resources listed in the appendices for context, detail and further clarification, such as the Food and Drug Regulations and Narcotic Control Regulation, but focusing your review on the content of bulleted list above will serve you well.

Detail about the five areas of pharmacy practice to be examined

Ethics and Professionalism

- Legislative framework
  - Be familiar with the purpose of each of each statute and supporting resource and know where to look for answers to questions that may arise in your daily practice
  - Demonstrate understanding of the Health Information Act (HIA), including who is subject to the HIA, who is not, when information can be released and to whom, and be familiar with terms such as custodian and affiliate.
    - Know which health professions have prescriptive authority and the nuances of each.
- Role of the licensing authority
  - Know the mission of Alberta College of Pharmacists.
  - Recognize the composition and role of the ACP council.
  - Be familiar with the ways in which ACP fulfills its mandate including the competence program, the complaint process and the pharmacy assessment process.
- Professionalism, independence and authorizations
  - Apply basic ethical principles in the practice of pharmacy.
  - Understand the latitude and boundaries of both a pharmacist’s and a pharmacy technician’s professional independence and judgement.
- Managing health information
  - Know what information is required in a patient record and apply your responsibility to creating and maintaining the patient record.
  - Demonstrate an understanding of the lawful flow of information and be able to apply the principles of privacy legislation.
- Identifying and resolving drug therapy problems
  - Apply the pharmacy technician’s duty when aware of potential drug therapy problems (also known as drug-related problems).
- Supervision
  - Identify situations where indirect supervision is appropriate and when direct supervision is required.
  - Demonstrate understanding of the scope of practice of a pharmacy technician and what it means to be working under the direction of a pharmacist.
- Duty to collaborate
  - Understand what a collaborative relationship is and identify situations that require working collaboratively with other regulated health professionals.
Dispensing
- General dispensing procedures
  - Identify appropriate dispensing procedures.
  - Know when a prescription may be transferred and what documentation is needed to complete the transfer.
- The legislation in regard to the dispensing and sale of drugs
- Recognizing valid prescriptions
  - Determine if a prescription is current, authentic, and complete.
  - Recognize authorized prescribers in Alberta.
  - Know the steps to respond to suspected cases of double doctoring or fraudulent prescriptions.
- Providing drug information to patients (counselling)
  - Identify situations where a pharmacist's dialogue with a patient is required.
  - Understand the role and the limitations of pharmacy technicians in providing drug information to patients.
- Properly labelling and packaging drugs
  - Apply the pharmacy technician's duty when dispensing and when repackaging.
- Compounding and repackaging procedures
  - Describe the requirements for compounding both sterile and non-sterile products.
  - Know what documentation is required when compounding.
  - Differentiate between compounding and manufacturing.

Drug and Health Care Products
- Drug schedules
  - Classify specific drugs according to federal and Alberta drugs schedules, relating the schedules to conditions of sale and the regulated professional's responsibility when selling.
  - Demonstrate awareness of the prescribing regulations regarding controlled drugs and substances and Schedule F1 and F2 drugs.
- The Triplicate Prescription Program (TPP)
  - Apply the rules and recognize drugs included in the program.

Pharmacist Prescribing in Alberta
- The fundamentals of prescribing
  - Demonstrate understanding of the fundamentals of pharmacist prescribing: individual competence, adequate information, informed consent, approved indications, documentation and notification of other health professionals.
- Recognize when it may be appropriate for a pharmacist to prescribe by adapting a prescription.
- Recognize an emergency in which a pharmacist may prescribe and understand the pharmacy technician's role in assisting in an emergency.

Pharmacy Operations
- Pharmacy licences
  - Demonstrate an understanding of the different categories of pharmacy licences.
  - Recognize appropriate conditions for operating as a “lock-and-leave” pharmacy.
  - Differentiate between manufacturing and compounding and know the operational requirements of a compounding and repackaging licence in contrast with other licensed pharmacies.
- Responsibilities
  - Differentiate between the roles of the licensee and the proprietor.
  - Know when documented policies and procedures are required.
  - Have an awareness of the licensee's obligation regarding:
    - staffing,
    - equipment and information systems,
    - general business operations, and
    - quality assurance and safe medication practices.
• Facility and equipment
  o Know what constitutes the patient services area of a licensed pharmacy.
  o Know what references are required in a licensed pharmacy.
  o Know what information must be posted in the prescription department in view of patients and/or on the pharmacy’s website.
• Quality assurance
  o Differentiate between the terms drug incident, drug error and adverse drug event.
  o Identify correct procedure in the event of a drug incident, drug error or adverse drug event.
• Managing drug supply
  o Apply legislation related to the sale of drugs to patients and other regulated health care professionals.
  o Understand documentation requirements when drugs (including narcotics) are purchased and sold.
  o Apply the legislation to document and report suspected forgeries, loss or theft and wastage of narcotics and controlled substances.
  o Apply the legislation regarding the advertisement of drugs and promotion of services.
  o Know the legal requirement when accepting previously dispensed drugs or health products and describe the process to dispose of any drug safely.
• Information and record management
  o Understand the filing and record retention requirements for prescriptions as they relate to each of the drug schedules.
  o Know the rules for backing up electronic information.
Appendix A  Legislative Framework

Available under the Practice Resources tab at https://pharmacists.ab.ca

Provincial legislation

- *Government Organization Act* - Schedule 7.1 (Restricted Activities)
- *Health Information Act*
  - Highlights from Alberta’s Health Information Amendment Act
- *Health Professions Act*
  - Pharmacists and Pharmacy Technicians Profession Regulation
  - Midwifery Regulation
  - Optometrists Profession Regulation
  - Registered Nurses Profession Regulation
  - Dental Hygienists Profession Regulation
- *Pharmacy and Drug Act*
  - Pharmacy and Drug Regulation
  - Summary of Amendments to Act and Regulation
  - Scheduled Drugs Regulation 66/2007
- *Podiatry Act*
  - Podiatry Act Regulations Drugs, Chemicals and Compounds

Federal legislation

- *Controlled Drugs and Substances Act*
  - Narcotic Control Regulations
  - Precursor Control Regulations
  - Benzodiazepines and Other Targeted Substances Regulation
- Food and Drug Regulations
  - Part A-Administration
  - Part C-Drugs
  - Part D-Vitamins, Minerals and Amino Acids
  - Part E-Cyclamate and Saccharin Sweeteners
  - Schedule F
  - Part G-Controlled Drugs
  - Part J-Restricted Drugs

- Natural Health Product Regulations

Regulatory Authority

- Alberta College of Pharmacists
  - Standards of Practice for Pharmacists and Pharmacy Technicians
  - Standards for the Operation of Licensed Pharmacies
  - Code of Ethics
  - College Bylaws
  - ACP Practice Guidelines
Appendix B  Additional Study Resources

Unless otherwise noted these resources are available under the Practice Resources tab at https://pharmacists.ab.ca

- Alberta Drug Schedules
  - Understanding Alberta’s Drug Schedules
  - Alberta Exceptions by Schedule
  - Alberta Exceptions by Generic Name

- Triplicate Prescription Program (TPP)
  - TPP Medications List (link to College of Physicians & Surgeons of Alberta website)
  - Frequently Asked Questions - Triplicate Prescription Program
  - Triplicate Prescription Program - Management
  - Triplicate Pads Stolen/Missing
  - Triplicate Rx-Information for Pharmacists
  - Triplicate Rx-Information for Prescribers

- Summary of changes from 2007 standards for pharmacists
- Summary of changes from 2007 standards for pharmacies
- Practice Reference FAQs
- Pharmacist’s Guide to Applying the Health Information Act
- HIA at a Glance for Custodians
- Orientation to Your New Practice Framework – Home Study
  https://pharmacists.ab.ca/nNewsEvents/default.aspx?id=6461

**NOTE:** Although this resource still provides valuable information, it has not yet been updated to reflect the July 1, 2011 legislative changes.

- The Transition Times – Summer 2010 - Best of FAQs
  https://pharmacists.ab.ca/Downloads/documentloader.ashx?id=6012