**Pharmacy compounding of non-sterile preparations**

**Policies and procedures manual**

**Last updated: Month/Day/Year**

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**Individual(s) responsible and role(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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# General Operations and Pharmacy Information

## Standards for Pharmacy Compounding of Non-Sterile Preparations

[Standards for Pharmacy Compounding of Non-Sterile Preparations](https://abpharmacy.ca/wp-content/uploads/Standards_Non-sterile_Compounding.pdf)

## Guidance Document for Pharmacy Compounding of Non-sterile Preparations

[Guidance Document for Pharmacy Compounding of Non-Sterile Preparations](https://abpharmacy.ca/wp-content/uploads/Guidance_Non-sterile_Compounding.pdf)

## Other applicable standards and legislation

## Current copy of completed ACP non-sterile compounding self-assessment

[Non-Sterile Compounding Self Assessment](https://abpharmacy.ca/wp-content/uploads/Compounding_Non-sterileSelfAssessment.pdf)

## Staff information

Compounding Supervisor:

Other individuals involved in compounding:

## Compounding references

## Compounding and repackaging agreements

# Personnel and Facilities

## Obligations of personnel

### Attire and dress code

### Health conditions (reasons for temporary withdrawal from compounding activities)

### Expected behaviour in compounding areas

## Training and assessment of personnel

### Initial training and assessment program

### Program to assess maintenance of competency

### Training and assessment of cleaning and disinfecting personnel

### Additional training in all aspects of handling and compounding complex or hazardous products

### Staff log of initial and ongoing competency

## Delegation and appropriate supervision of activities

### Delegation and supervision considerations for compounding activities by unregulated pharmacy staff

## Facilities and equipment

### Access to controlled area or room

### Overview of facilities and equipment

### Maintenance of facilities and equipment

### Cleaning activities for compounding room

# Compounded Non-Sterile Preparations

## SDS, risk assessments, compounding formulas and MFR

## Determining beyond use dates of ingredients and final preparations

## Hand hygiene procedures

## Personal protective equipment in compounding areas

## Deactivation, decontamination, and cleaning of the C-PEC

## Receipt, unpacking, and storage of hazardous products

## Verification of the compounding process and final preparations

## Labelling of final preparations

## Packaging of final preparations

## Storage of products and final preparations

## Transport of final preparations to destination (patient, pharmacy, facility)

## Recording of preparation in patient file

## Hazardous waste management

## Exposure to hazardous products

## Spills and spill management

## Recall of ingredients or compounded medications

# Quality Assurance Program

## Verification and maintenance of equipment and facilities

## Environmental monitoring of chemical contamination of hazardous products

## Drug error processes

# Additional Resources

## Policies and procedure template

## Risk assessment procedure and examples

Sample risk assessments and a template may be found on the [ACP website](https://abpharmacy.ca/regulated-members/practice-resources/pharmacy-compounding/non-sterile-compounding/).

## Master Formulation Record template

The master formulation record template may be found on the [ACP website](https://abpharmacy.ca/wp-content/uploads/Compounding_TemplateMasterFormulationRecord.pdf).