



Alberta
College of
Pharmacy



Ethics and Jurisprudence Exam Study guide

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Introduction

Exam format

- Electronic
- 100 multiple-choice questions
- Closed book
- Two hour time limit

Minimum passing score

- 70 per cent (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.

- Ethics and professionalism
- Dispensing
- Drugs and health care products
- Pharmacist prescribing in Alberta
- Pharmacy operations

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 pharmacist. Approximately thirty per cent (30%) 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 appendices. These are also available [on the Alberta College of Pharmacy website](#) unless otherwise directed.

Preparation

As you have heard many times before, no piece of pharmacy legislation should be read in isolation. The additional resources section at the end of this document contains a comprehensive 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](#) (HPA), the [Pharmacists and Pharmacy Technicians Profession Regulation](#), and the [Health Professions Restricted Activity Regulation](#);
- [Pharmacy and Drug Act](#) (PDA) and its [regulation](#);
- [Health Information Act](#) (HIA);
- [Standards of Practice for Pharmacists and Pharmacy Technicians](#);
- [Standards for the Operation of Licensed Pharmacies](#);
- [ACP Code of Ethics](#);
- [ACP Bylaws](#);
- [Alberta Drug Schedules](#); and
- [TPP Alberta](#).

You may want to refer to other statutes and resources listed in the additional resources 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.

Five areas of examination

Ethics and professionalism

- Practice framework
 - Be familiar with the purpose of each statute and supporting resource and know where to look for answers to questions that may arise in your daily practice.
 - Identify the content of each resource that is applicable to the practice of pharmacy and demonstrate an ability to apply that content in 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 the Alberta College of Pharmacy.
 - 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 judgment.
 - Recognize who is eligible to administer drugs by injection and know what a pharmacist's duties are in relation to the safe administration of drugs or drug products by injection.
 - Know what the additional prescribing authorization is and have an awareness of how the authorization is obtained.
 - Recognize situations where pharmacist prescribing is appropriate.
- 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 pharmacist's and pharmacy technician's duty to identify and resolve drug therapy problems (also known as drug related problems).

- Supervision
 - Demonstrate an understanding of the scope of practice of a pharmacy technician and what it means for a pharmacy technician to be working under the direction of a pharmacist.
 - Apply an understanding of direct and indirect supervision and identify situations where one or the other is required or appropriate.
- 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.
 - Apply the legislation in regard to the dispensing and sale of drugs and distinguish between dispensing for patient use and for veterinary purposes.
- Recognizing valid prescriptions
 - Determine if a prescription is current, authentic, complete, and appropriate.
 - 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)
 - Demonstrate when a pharmacist's dialogue is required to provide the patient with sufficient information to enable the intended benefit of drug therapy and what the required elements of the dialogue are.
- Properly labelling and packaging drugs
 - Apply the pharmacist's duty and understand the pharmacy technician's duty when dispensing and when re-packaging.
- 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.
 - Apply the prescribing regulations regarding controlled drugs and substances and Prescription Drug List.
- TPP Alberta
 - Apply the rules and recognize drugs included in the program.

Pharmacist prescribing in Alberta

- The fundamentals of prescribing
 - Demonstrate understanding of the fundamentals of prescribing: individual competence, adequate information, informed consent, approved indications, documentation and notification of other health professionals.
- Understand what it means to prescribe by adapting a prescription and apply the pharmacist's responsibilities when adapting a prescription.
- Recognize when emergency prescribing is appropriate and describe the pharmacist's responsibility when prescribing in an emergency.
- Recognize when a pharmacist may prescribe at initial access or to manage ongoing therapy and have an awareness of the additional responsibilities when prescribing based on his/her assessment of the patient.

Pharmacy operations

- Pharmacy license hierarchy
 - Demonstrate understanding of the different categories of pharmacy licenses.
 - Identify when operating as a "lock-and-leave" pharmacy may be appropriate.
 - Differentiate between manufacturing and compounding and know the operational requirements of a compounding and repackaging license 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.
 - Understand the licensee obligation with regard to
 - staffing,
 - equipment and information systems,
 - general business operations, and
 - quality assurance and safe medication practices.
- Facility and equipment
 - Know what constitutes the patient services area of a licensed pharmacy.
 - Know what references are required in a licensed pharmacy.
 - Know what information must be posted in the prescription department in view of patients and/or on the pharmacy's website.
- Quality assurance
 - Differentiate between the terms drug incident, drug error and adverse drug event.
 - Identify correct procedure in the event of a drug incident, drug error or adverse drug event.

- Managing drug supply
 - Apply legislation related to the sale of drugs to patients and other regulated health care professionals.
 - Apply the legislation requirements when drugs (including narcotics) are purchased or sold.
 - Apply the legislation to document and report suspected forgeries, loss or theft and wastage of narcotics and controlled substances.
 - Apply the legislation regarding the advertisement of drugs and promotion of services.
 - 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
 - Understand the filing and record retention requirements for prescriptions as they relate to each of the drug schedules.
 - Know the rules for backing up electronic information.

Additional resources

Practice framework

- [Provincial and federal legislation](#)
- [ACP Code of Ethics](#)
- [ACP Standards of Practice](#)
- [ACP Guidance and guidelines](#)

Other resources

- [Alberta Drug Schedules](#)
 - [Understanding Alberta's Drug Schedules](#)
 - [Alberta Exceptions by Schedule](#)
 - [Alberta Exceptions by Generic Name](#)
- [TPP Alberta](#)