



# PHARMACY PRE-REVIEW: HOW-TO GUIDE

The Pharmacy Pre-Review compares the practice in your pharmacy to the current standards of practice in British Columbia. The pre-review familiarizes you as the pharmacy manager with the legislation, standards, and expectations for pharmacies and regulated pharmacy professionals in BC.

Once you have been scheduled for your reviews, please complete the Pharmacy Pre-Review Tutorial. It is strongly recommended that you complete the tutorial before completing the Pharmacy Pre-Review.

**Note: please allow approximately 2 hours to complete the entire Pharmacy Pre-Review.**

As you fill out the Pharmacy Pre-Review, references will be provided so that you have the context for the legislated requirements.

The Pharmacy Pre-Review questions will determine if you/the pharmacy meets the expectations of the stated legislation at that time. Answer ***“Compliant”*** if you/the pharmacy is compliant. Do not answer ***“Compliant”*** if you/the pharmacy is not compliant. Do not answer ***“Compliant”*** if the item does not apply to your practice or pharmacy. Please note that all questions answered as non-compliant require comments.

Prepare for the Pharmacy Pre-Review by reflecting on your practice in a systematic way; evaluate the way you and your staff work, and what outcomes you achieve when answering each question.

Use the following criteria to determine compliance:

- We do this well but inconsistently
- We do this well and consistently
- We do not do this (not applicable or must be started)
- We need to improve the way we do this (describe the changes to be made)

Use the following instructions to complete the Pharmacy Pre-Review:

1. Login to the Pharmacy Pre-Review with your eServices ID.
2. Click the Pharmacy Profile tab. Review the information and update if needed.
3. Click the Services tab. Review the information and update if needed.
4. Click the Pre-Review tab. Answer all of the questions in each category. Select your answer based on the following:
  - Click the ***“Compliant”*** box if you/the pharmacy is compliant



Do not click the **“Compliant”** box if you/the pharmacy is not compliant

- Do not click the **“Compliant”** box if the item does not apply to your practice or pharmacy
5. As you answer the questions, identify opportunities to make corrective changes:
    - Document any immediate corrective changes in the comments prior to submission.  
Continue to make corrective changes prior to the Pharmacy Review
    - Identify opportunities to make further corrective changes and discuss them with the CO during the Pharmacy Review
  6. Click the Submit tab to complete the Pharmacy Pre-Review.

If you have any questions about the Pharmacy Pre-Review, please contact the College.