



Central Fill Agreement

Purpose

Centralized prescription processing, also known as central fill, involves a pharmacy providing a service to another by processing a request from the Originating Pharmacy to fulfill a drug order. The Central Fill Pharmacy prepares prescription orders (the “Goods”), which are then dispensed by the Originating Pharmacy pursuant to a prescription. Both participating pharmacies must hold accreditation from the Ontario College of Pharmacists to partake in this process.

Definitions

Originating Pharmacy: Accredited by the Ontario College of Pharmacists, the Originating Pharmacy serves as the primary patient contact point. It utilizes the Central Fill Pharmacy to prepare and package Goods, facilitating dispensing and ensuring patient care within the scope of the Originating Pharmacy's responsibilities. **Central Fill Pharmacy:** Accredited by the Ontario College of Pharmacists, the Central Fill Pharmacy acts as an authorized agent of the Originating Pharmacy. Its role involves preparing and packaging Goods based on the directions provided by the Originating Pharmacy.

Responsibilities of the Originating Pharmacy

1. **Receiving and Providing Medication:** Receiving prescriptions from patients or their agents and delivering medications and other pharmacy services to ensure patient needs are met.
2. **Patient Care and Best Outcomes:** Ensuring optimal patient care and striving for the best possible patient outcomes. This includes providing the Central Fill Pharmacy with the patient's health history, which includes health conditions, allergies, and any other pertinent health information.
3. **Documentation and Accountability:** Maintaining comprehensive documentation related to prescriptions and patients, maintaining accountability for prescription authority, and meeting record-keeping requirements for a minimum of ten years per Ontario Regulation 264/16 *Drug and Pharmacies Regulation Act* (s.20-21).
4. **Compliance and Agreement:** Adhering to the *Drug and Pharmacies Regulation Act*, R.S.O. 1990, c. H.4, meeting the terms outlined in the Central Fill Agreement (the “Agreement”) with the Central Fill Pharmacy. This includes prescription order entry, filing, storing all related documentation, and ensuring traceability of prescriptions sent for processing.
Prescription Processing Standards: Following Standards of Practice for registrants, encompassing tasks such as collecting patient information, conducting patient assessments, reviewing prescriptions for appropriateness, addressing drug therapy issues, providing patient education, and performing necessary monitoring and follow-up. All interactions with patients, their agents, and healthcare professionals fall under the Originating Pharmacy's responsibility.
5. **Informed Consent:** Ensuring that patients or their agents provide informed consent regarding the processing of prescriptions by a Central Fill Pharmacy and the transfer of personal health information. This consent must be documented, kept current, and maintained by the Originating Pharmacy.
6. **OCP Notification:** The Originating Pharmacy must complete and send a copy of the ‘Central-Fill Notification Form’ to OCP within 7 days of entering into this Agreement.
- 7.

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8. **Reporting Adverse Reactions:** The Originating Pharmacy must report any adverse reactions to a compound upon discovery to the Central Fill Pharmacy.

Responsibilities of Central Fill Pharmacy

9. **Compliance and Agreement Adherence:** Ensuring the preparation of prescriptions in line with the *Drug and Pharmacies Regulation Act* (DPRA) and fulfilling all terms specified in the agreement with the Originating Pharmacy. This includes guaranteeing the accuracy of labeling, packaging, processing, and maintaining thorough record-keeping of all drug product preparations.
10. **Record Maintenance:** Keeping comprehensive records associated with prescription processing for a minimum of ten years per Ontario Regulation 264/16 *Drug and Pharmacies Regulation Act* (s.20-21).
11. **Safety and Integrity of Drug Products:** Guaranteeing the safety and integrity of drug products until they are received in a reasonable timeframe by the Originating Pharmacy. Implementing established processes that assure the Originating Pharmacy of the products' safety and integrity during transit or storage.

Responsibilities of regulated pharmacy staff and owners of both pharmacies

12. **Compliance and Standards:** Adhering to Standards of Practice, complying with the Code of Ethics, and meeting all federal and provincial legislative requirements within the pharmacy operations.
13. **Data Security:** Ensuring the security of all data transmissions to safeguard the privacy, confidentiality, and integrity of patient information. Both parties shall act in compliance with the *Personal Health Information Protection Act* (PHIPA) 2004.
14. **Accurate Labeling and Record-Keeping:** Guaranteeing accurate labeling and record-keeping compliant with legislative requirements and the *Record Retention, Disclosure, and Disposal Guideline*. Ensuring that the prescription or auxiliary label distinctly indicates when Goods are prepared and packaged by a Central Fill Pharmacy, not Originating Pharmacy. This information should include the date of preparation and packaging, along with a transaction/prescription number for cross-referencing at the Central Fill Pharmacy.
15. **Prescription Tracking:** Establishing a system to track prescription drug orders through various stages of drug preparation and patient care, documenting the responsible registrant throughout the process.
16. **Quality Assurance:** Implementing a continuous quality assurance program involving both pharmacies. This program must monitor process quality and integrity, ensuring patient safety, confidentiality, supporting patient care, and resolving any identified issues.
17. **Notification Requirement:** The owner or designated manager is obligated to notify the Ontario College of Pharmacists within seven days upon commencement of an agreement utilizing central fill services. This notification is facilitated through the 'Central Fill Notification Form'.
18. **Controlled Substances Limitation:** Medications outlined in the *Controlled Drugs and Substances Act* (CDSA) and its regulations, such as narcotics, controlled drugs, benzodiazepines, and other targeted substances, are not permissible for processing via centralized prescription processing.

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19. Documentation: Both the Central Fill and Originating Pharmacies should document policies and procedures on: patient confidentiality, auditing, prescription labelling, record processing and communication.

20. Legislative Compliance: The Originating and Central Fill Pharmacy including owners, employees, and agents will comply with all legislative requirements.

21. Mutual Notification: Should either pharmacy have a change in ownership or designated manager, the other must be notified and a new agreement will be signed within 7 days.

Payment

22. The Originating Pharmacy will make payment to the Central Fill Pharmacy for all Goods provided at the time an order is requested.

Delivery of Goods

23. The Goods will be deemed received by the Originating Pharmacy when delivered to an agent of the Originating Pharmacy at their provided address or picked-up by an agent of the Originating

Inspection

24. Inspection will be made by an agent of the Originating Pharmacy at the time and place of delivery.

25. The Originating Pharmacy will give notice to the Central Fill Pharmacy within 24 hours of receipt of Goods of any damages or defects.

Warranty

26. The Central Fill Pharmacy makes no warranty on: 1. defects or damage caused by the improper storage and handling of the Goods by the Originating Pharmacy; 2. damage caused by unauthorized modification of the Goods.

Termination at Will

27. At any time, either party may deliver written notice of its intent to terminate this Agreement for any reason or no reason. No termination of this Agreement by either party will relieve the Originating Pharmacy of the obligation to pay any amounts accrued as of the termination date.

General Provisions

28. Headings are inserted for convenience only and are not to be considered when interpreting this Agreement. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

29. This Agreement cannot be modified in any way except in writing signed by all the parties to this Agreement.

30. This Agreement will be governed by and construed in accordance with the laws of the Province of Ontario.

31. This Agreement may be executed in counterparts. Facsimile signatures are binding and are considered to be original signatures.

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The Originating Pharmacy hereby agrees to the Terms and Conditions for pharmacy services as identified by I.D.A. Clair Compounding Pharmacy and shall in turn be subject to the rules and regulations as set forth by the Ontario College of Pharmacists and Health Canada. The Originating Pharmacy agrees to pay for the Goods and services provided by I.D.A. Clair Compounding Pharmacy

I have read and understand the terms of the Agreement and agree to comply with the accountabilities, roles and responsibilities outlined in the Agreement. ☐



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Central Fill Agreement

This Central Fill Prescription Agreement is made this day of ,

BETWEEN:

Originating Pharmacy Name:

Pharmacy Address:

OCP Accreditation Number:

Phone Number:

Fax Number:

Email Address:

Pharmacy Manager Name:

Pharmacy Manager OCP Number:

Pharmacy Manager Signature:

AND:

Central Fill Pharmacy Name:

Pharmacy Address:

OCP Accreditation Number:

Phone Number:

Fax Number:

Email Address:

Pharmacy Manager Name:

Pharmacy Manager OCP Number:

Pharmacy Manager Signature:

I.D.A. Clair Compounding Pharmacy

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Please return completed form by fax or email

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