



# Standard Dispensing

## **Purpose:**

The Manitoba Naturopathic Association (MNA) has established the following standard for the safe dispensing of medicines (substances) and devices in order to protect patients of Members.

## **Intent:**

To assist Members in developing and achieving a minimum standard of care consistent with naturopathic education, practice and regulation in the Province of Manitoba while dispensing medicines and/or devices.

## **Definitions:**

For the purposes of this standard, dispensing means to provide medicines or devices for the specific treatment of patients of the Member. This includes the packaging, labeling and security necessary to safeguard medicines and/or devices.

Dispensing: to provide substances or devices for specific treatments. This includes the packaging, labeling and security necessary to safeguard the substances or devices provided.

Manufacturer: a company or person who produces or processes a natural health product for the purpose of sale. This does not include a health care professional who compounds a substance for the purpose of selling to a patient.

SOAP Note: The Subjective, Objective, Assessment and Plan (SOAP) note

Substance: For the purposes of this Standard of Practice, a substance is anything that is publicly available. This may include botanical tinctures, botanical powders or loose herbs, fluid/solid extracts, base creams, salves and ointments, homeopathic remedies, pharmaceutical grade ethyl alcohol, vitamins, minerals and amino acids.

## **Standards of Care:**

### **1. Competency**

The Member has the knowledge, skill and judgment to dispense substances and/or devices. The Member ensures good dispensing practices are in place.

## 2. Safety Considerations

The Member will minimize the risks to the patient, self and others that are associated with the dispensing of substances or devices, before, during and after the procedure. The Member will appropriately manage any adverse reactions or complications arising during or after the procedure.

- The Member only dispenses a compounded supplement directly to their patient.
- ensures that personnel involved in the dispensing process have the necessary knowledge, skill and judgment;
- ensures that no substance is made available for sale unless the expiry date for each substance is at least one (1) month past the date on which the patient is expected to finish taking the substance;
- ensures that no expired substance is made available for sale;
- stores all substances in a controlled-access area;
- dispenses the substance or device directly to the patient or the patient's authorized representative and for therapeutic purposes only.
- the Member has an established relationship with the patient, if no such relationship exists the Member:
  - possesses the prescription from another Member for the substance;
  - verifies and documents the accuracy and validity of the prescription prior to dispensing the substance; and
  - records and retains a copy of the prescription in the Member's records.

## 3. Labeling

The Member ensures that all required information is included with all substances that are dispensed. This information may be included in a label affixed to the product, or when space is limited, the information may be on an accompanying sheet.

- an identification number, if applicable;
- dispensing Member's name, title, address and telephone number;
- patient's name;
- name of supplements, their strength and manufacturer if available;
- date the supplements were dispensed;
- quantity of the supplements;
- expiration date;
- directions for the proper use of the substance including dose, frequency, route of administration and any special instructions; and
- any cautionary information about the substance
- complete information already on a finished product label need not be duplicated.

## 4. Record Keeping

The dispensing ND must enter into the patient's medical record the following:

- name and strength of all substances;
- dispensed dosage and frequency;
- dispensing date;
- maximum number of repeats for those substances that are only safe for short term use;
- For devices: the intended frequency and duration of usage.
- The specific rationale for all recommendations should be made clear by the Member's SOAP charting.

## 5. Notices

The following notice must be posted and clearly visible to all patients stating:

**“The medicines or devices prescribed by your practitioner of naturopathic medicine may be purchased from your practitioner of naturopathic medicine, a pharmacy, a health store, or a medical supply company of your choice.”**

It is the Member's responsibility to make the patient aware that they have a choice of where they can purchase prescribed medicines or devices.

## 6. Personnel:

The dispensing naturopathic practitioner shall provide supervision and training of any personnel involved in the dispensing process.

## 7. Mark-up:

The cost of dispensed items is to reflect current market prices. Mark-up on dispensed items is to be not more than 100% of the standard unit wholesale cost of the item.

## 8. Preparing and Compounding:

Refer to the *MNA Compounding Standard*

## Related Standards and Resources:

*MNA Compounding Standard*  
*MNA Informed Consent Standard*  
*MNA Record Keeping Standard*