

Standards of Practice of the Yukon Medical Council (“the Council”) are the minimum standards of professional behavior and ethical conduct expected of all physicians registered in the Yukon. Standards of Practice will be referenced in the management of complaints and in discipline

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### Background /Summary

A physician who issues a prescription for a substance regulated under the *Food and Drugs Act (Canada)* or *Controlled Drugs and Substances Act (Canada)* **must** ensure the prescription is accurate, legible and includes the following:

- a. patient’s name;
  - b. date prescription is issued;
  - c. drug name, dose, form and quantity prescribed;
  - d. prescribing physician’s name or unique code or identifier that is capable of validation;
  - e. prescribing physician’s:
    - i. address and telephone number; or
    - ii. registration number; or
    - iii. unique code, pin or identifier that is capable of validation
  - f. directions for use and number of authorized refills; and
  - g. direct authorization by valid signature (handwritten or real time digitally captured) that enables the dispenser to verify its authenticity.
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1. Real time digitally captured means the physician at time of writing or inputting the prescription uses;
    - a. pen to paper
    - b. stylus to device
    - c. mouse to device
    - d. an approved electronic signature

2. Approved electronic signature is defined as:

A code or identifier that uniquely identifies that particular prescriber where the prescriber is the only person authorized to generate their code from an electronic device designed for this purpose, such as the Meditech Expanse/1Health program; or,

3. The name of the prescriber is associated with an order for a drug issued within a secure electronic environment or network to which that prescriber has secure access, such as the Meditech Expanse/1Health program.
4. The onus is on the system administrator and the adopting institution to ensure that adequate security measures are in place to protect the electronic signature from unauthorized use. The prescriber is expected to take reasonable measures to ensure that their electronic signature is protected from unauthorized use and is expected to comply with the security measures put in place by the adopting institution.
5. An electronic signature in the form of a unique code or identifier is not considered capable of validation if it is not sent through a secure system such as the Meditech Expanse or 1Health system. Prescriptions signed using an electronic signature must not be printed and faxed or printed and provided to a patient without a wet signature.
6. A developed signature stamp (physical or digital) of a physician's signature **must not** be used when issuing a prescription as it is not considered real time.
7. The prescriber must authorize by valid signature the prescription verifying that:
  - a. the prescription represents the original of the prescription drug order;
  - b. the addressee is the only intended recipient and there are no others;
  - c. the original prescription will be invalidated and securely filed or details of the original prescription captured in an electronic medical record;
  - d. the original prescription will not be transmitted elsewhere at another time; and
  - e. the prescription is accurate in all respects.
8. A physician must not use any prescription pads or forms that reference a pharmacy, pharmacist, pharmaceutical manufacturer, distributor, agent or broker.

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### 9. Transmitting a prescription

Electronic Medical Record (EMR) system – is a centralized repository electronic system for patient files which is integrated into a drug information system

Drug Information System (DIS) – is an information sharing system developed through the Yukon Government’s Department of Health and Social Services.



- a. Prescriptions may be issued directly to the patient
- b. Prescriptions may be transmitted through Fax
  - i. When faxing a prescription, a physician must ensure that the prescription is sent directly from a secure fax machine to the patient’s pharmacy of choice.
  - ii. The physician must be able to verify the source of the faxed prescription for the pharmacist.
  - iii. The prescription must be legible and include all the legal requirements of a prescription as outlined in federal legislation plus:
    - i. the physician’s address, fax number and phone number;
    - ii. the time and date of the fax transmission; and

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- iii. the name and fax number of the pharmacy intended to receive the transmission.
  - iv. A physician must not use pre-printed fax forms that reference a pharmacy, pharmacist, pharmaceutical manufacturer, distributor, agent or broker.
- c. Prescriptions may be transmitted through an online platform (i.e. secure messaging) \*
- i. use only a secure system-to-system messaging between an Electronic Medical Record system and the Drug Information System
  - ii. ensure the EMR has prescription transmission audit capabilities.
  - iii. ensure the information is encrypted; and
  - iv. have a current privacy impact assessment that addresses the use of secure system-to-system messaging.
- d) Prescriptions may be transmitted electronically using Yukon Territory’s electronic 1Health e-prescription program.
- i. Physicians must ensure that the prescription is signed using a unique code, pin or identifier that is secure and capable of being validated by the prescriber
  - ii. The physician must also ensure that all other requirements for a legal and valid prescription are met when transmitting a prescription electronically.

### **Related Standards of Practice and Guidelines**

YMCS-3.7 Opioid Agonist Treatment Standard of Practice

YMCS-3.8 Safe Prescribing of Drugs with Potential for Misuse Standard of Practice

YMCS-2.6 Telemedicine Standard of Practice

YMCS-3.2 Marijuana for Medical Purposes Standard of Practice

# STANDARD OF PRACTICE

## PRESCRIPTIONS

YMCS-1.8

Administration of Practice

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### Standard of Practice History

Version	Description	YMC Meeting Minute Approval	In Force Date
Original	Creation of policy	n/a	September 2015
Revision 1	Update to reflect electronic signatures	18-08-2.4	November 16, 2018
Revision 2	Update to reflect electronic signature	Via email	April 28, 2021
Revision 3	Update to confirm electronic signatures must be delivered electronically	Via email	July 2, 2021