

To: Managers, Coordinators, Directors, and Medical Affairs

From: Quality and Risk Management

Date: November 13, 2023

RE: Prescription Pads – New Process & Format

In order to reduce the risk of inappropriate access to and use of prescription pads within Thunder Bay Regional Health Sciences Centre (TBRHSC), please be advised of the following changes to the format, storage, and ordering of prescription pads, which will take effect on **November 27, 2023**.

Please note, these changes are interim measures to help mitigate the risk until we move toward full electronic prescribing with Meditech Expanse.

1. Actions Required in Advance

Managers/Designates:

- Distribute this memo to all applicable staff to ensure they are aware of the upcoming changes;
- As of **today**, please ensure all current prescription pads are stored in one designated location in your department (*with the exception of larger departments and specialized areas who may require more than one location*);
- **November 27, 2023** – Please bring all old prescription pads (white, single copy) to the Print Shop to be destroyed securely. During this time, you will be issued the new prescription pads (yellow, single copy, each prescription sheet numbered);
- **November 28, 2023** – All old prescription pads (white, single copy) will no longer be valid for use at TBRHSC;
- Please see below under “New Format” for exceptions.*

Medical Affairs:

- Distribute this memo to all applicable staff. Please note, TBRHSC prescription pads are for hospital-use only and are not to be used in private clinics.

TBRHSC Pharmacy Leadership:

- Distribute this memo to all applicable staff. Issue separate memo to Community Pharmacy Partners, to ensure they are aware of the upcoming changes in process and format for TBRHSC prescription pads.

2. Key Changes in Process

New Format (see page 3):

- Prescription pads will be printed on coloured paper (yellow);
- Each prescription pad sheet will be numbered sequentially to allow for tracking;
- Text changes:

Previous	New
CPSO #	CPSO or Registration #
Signature of Physician	Signature of Prescriber
Printed Name of Physician	Printed Name of Prescriber

- **Exceptions** – There will be no change to the format of the current prescription pads within the following areas and documents (see pages 4, 5, and 6 of memo)
 - Adult Mental Health (AMH), Assertive Community Treatment Team (ACTT), Medical Transitions Clinic (MTC), and Renal Department [prescription pads are white with a duplicate/coloured carbon copy; no numbering system];
 - All digital order sets within TBRHSC.

Storage & Location:

- Prescription pads will be stored in one designated location in all applicable TBRHSC departments, including the Print Shop (*with the exception of larger departments and specialized areas who may require more than one location*).

Ordering & Pick-Up:

- The new prescription pad process will mimic our current taxi voucher process;
- Ordering and pick-up of prescription pads will be restricted to Managers/Designates who will place orders via email to the Print Shop;
- Print Shop will keep a tracking record of prescription pad orders and pick-ups (*with the exception of departments above who order prescription pads off-site*);
- Departments to notify the Print Shop if they require a monthly top-up.

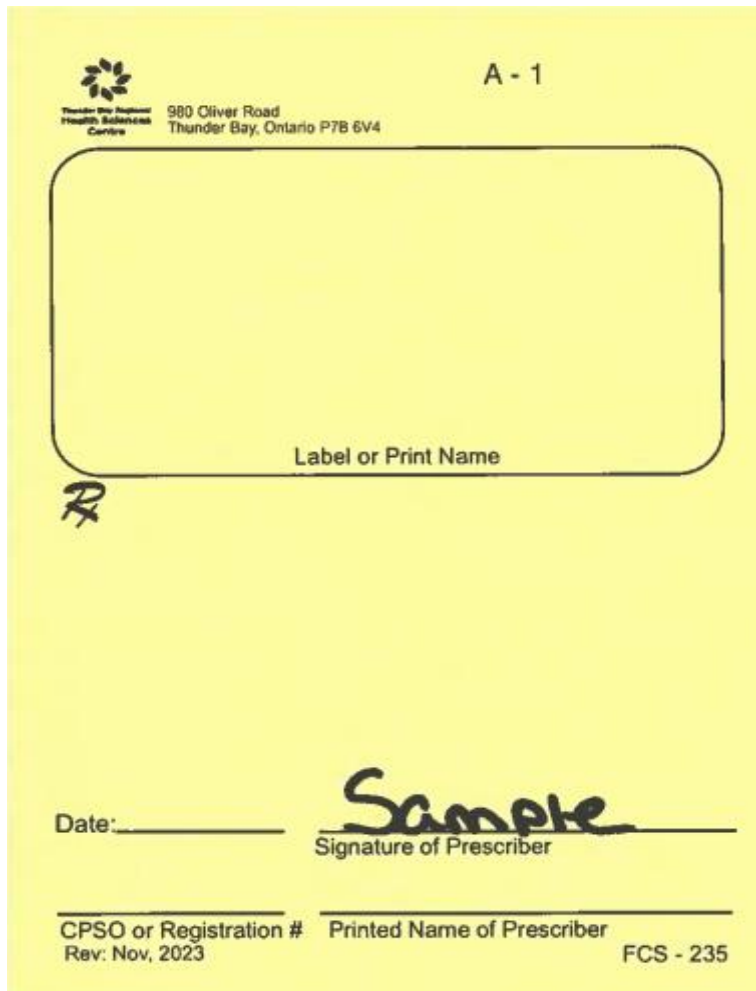
Evaluation:


- A short survey will be sent out to all key stakeholders prior to and following the implementation of the new prescription pad process.

We appreciate your assistance as we move toward a more secure process to reduce the risk of prescription pad diversion. For any questions regarding these changes, please contact your Manager.

New TBRHSC Prescription Pad (*Applicable to all departments within TBRHSC; with the exception of AMH, ACTT, MTC, Renal Department*)

*Single page (no duplicate carbon copy)



 980 Oliver Road
Thunder Bay, Ontario P7B 6V4

A - 1

Label or Print Name

R

Date: _____ Sample _____
Signature of Prescriber

CPSO or Registration # Printed Name of Prescriber
Rev: Nov, 2023 FCS - 235

Adult Mental Health (AMH) & Assertive Community Treatment Team (ACTT)

**No change to below (1st page - white; 2nd page - carbon copy)*

THUNDER BAY REGIONAL HEALTH SCIENCES CENTRE
960 OLIVER ROAD, THUNDER BAY, ONTARIO P7B 6V4
ADULT MENTAL HEALTH SERVICES
PHONE: (807) 684-6430 FAX: (807) 684-5870

Rx _____
DATE _____

SIGNATURE

PRINTED NAME

PATIENT INFORMATION AREA

Assembly Number B-22 PATIENT COPY CS-305 Rev. 03/95

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Medical Transitions Clinic (MTC)

**No change to below (1st page - white; 2nd page - carbon copy)*

THUNDER BAY REGIONAL HEALTH SCIENCES CENTRE
Suite 302- 1040 Oliver Road, Thunder Bay, ON P7B 7A5

MEDICAL TRANSITIONS CLINIC
Dr. S. Coke (98664) / Dr. A. Dykstra (104258)
Dr. S. Lubbers (116650) / Dr. A. Shaban (120196)
Phone: 807-684-7885 Fax: 807-346-4570

R

M: _____

R: _____

ADDRESSOGRAPH

SIGNATURE _____

DATE _____

PATIENT COPY

Rev. 09/2021

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Renal Department

**No change to below (1st page - white; 2nd page - carbon copy)*

THUNDER BAY REGIONAL HEALTH SCIENCES CENTRE
960 OLIVER ROAD, THUNDER BAY, ONTARIO P7B 6V4
RENAL PHARMACY PHONE: (807) 684-6173 FAX: (807) 684-5841
RENAL SERVICES

DR. P. WATSON (65563) / DR. A. BOAKE (74925)
DR. R. ACEDILLO (91232) / DR. R. SILVERBERG (98223)
DR. T. MACE-BRICKMAN (100312)
COLLEEN MORROW NP (9112657) / LIDIJA DOSEN NP (10430090)

R

Sample

M: _____ SIGNATURE _____
R: _____ DATE _____

ADDRESSOGRAPH

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