

# Policy

## Dispensing of Medicines and Devices

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Revised October 2005

The Board of Directors of Drugless Therapy – Naturopathy has established the following policy for the safe dispensing of medicines and devices in order to protect patients of Registrants and to ensure compliance with government legislation.

**Definition:** For the purposes of this policy, dispensing means to provide medicines or devices for the specific treatment of patients of the Registrant. This includes the packaging, labeling and security necessary to safeguard the medicines or devices provided for the ND's patients.

**Intent:** To assist Registrants in developing and achieving a minimum standard of care consistent with naturopathic education, practice and regulation in the Province of Ontario while dispensing medicines and/or devices.

1. **Labeling:** The following is a list of the information that must be included with all medicines and devices that are dispensed in NDs' offices. This information may be included in a label affixed to the product, or where space is limited, information may be provided on an accompanying sheet.
  - a) The dispensing ND's name and/or clinic name and telephone number.
  - b) Patient's name.
  - c) Name of medicine or device.
  - d) Date the medicine or device was dispensed.
  - e) For medicines: the expiry date.
  - f) For medicines: name and strength/proportion/weight/volume of any substance in the dispensed medicine.
  - g) Directions for the proper and appropriate use of the medicine or device.
  - h) Any cautionary information about the medicine or device.

Clearly, some of this information will already be present on the label of a finished product and need not be duplicated. Labels should be affixed in such a way as not to cover over important information on finished products. Please see the appendix for sample labels.

2. **Record Keeping:** The dispensing ND must enter into the patient's medical record the following:
  - name and strength of all medicines dispensed
  - dosage and frequency
  - dispensing date
  - number of repeats
  
  - For devices: the intended frequency and duration of usage.

The specific rationale for all recommendations should be made clear by the Registrant's SOAP charting.

3. **Security:** The dispensing ND must keep all medicines and devices in a secured cabinet or room, control access to that area, and maintain an ongoing inventory.
4. **Notices:** The following notice must be posted and clearly visible to all patients stating:

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

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

5. **Personnel:** The dispensing naturopathic doctor shall provide supervision and training of any personnel involved in the dispensing process.
6. **Mark-up:** The cost of dispensed items is to reflect current market prices. Mark-up on dispensed items is to be not more than 90% of the standard unit wholesale cost of the item.
7. **Preparing and Compounding:** Refer to the Board's policy titled ***In-Office Preparation and Compounding of Naturopathic Medicines.***

APPENDIX A

**Samples of Labels for Dispensing of Compounded and Finished Medicines and Devices**

**Sample label for Compounded Medicine:**

Jane Smith, ND Healthy Naturopathic Clinic 416-555-5555
Patient's Name: _____ Date: _____
Prescription: _____
Dosage: _____
Exp. Date: _____

**Sample Label for Finished Medicine:**

Jane Smith, ND tel. 416-555-5555
Patient's Name: _____ Date: _____
Dosage: _____