

**TABLE 1: ELEMENTS TO COVER IN TRAINING OF COMPOUNDING PERSONNEL**

NAME:

POSITION:

DATE COMPLETED:

1. FOR THE COMPOUNDING OF NON-STERILE PREPARATIONS		Position		
1.1	Know the relevant federal/provincial/territorial legislation and regulations related to pharmacy compounding, as well as other governing standards, guides or guidelines.			
1.2	Know and apply all policies and procedures related to the pharmacy compounding of non-sterile preparations, especially those related to hand hygiene, personal protective equipment, airflow principle, facilities, material, equipment, behaviour of personnel in compounding rooms, forms and logs to be completed, labelling, storage, distribution to patients, quality controls (sampling), and maintenance and cleaning of compounding areas.			
1.3	Know physical and chemical properties, such as stability, physical–chemical compatibility and incompatibility, osmolality and osmolarity.			
1.4	Know pharmaceutical and medical abbreviations.			
1.5	Know and understand the importance of particulate and microbial contamination.			
1.6	Perform pharmacy non-sterile compounding tasks meticulously, precisely and competently.			
1.7	Know the operation and correct use of equipment, materials and automated instruments available for the non-sterile preparations to be compounded. Know how to calibrate the equipment and instruments used.			
1.8	Be able to recognize errors in the compounding technique of compounding personnel.			
1.9	Have a good command of the pharmaceutical calculations required to compound non-sterile preparations.			
1.10	Understand the importance of and apply accurate measurements.			
1.11	Apply cleaning measures for non-sterile preparation compounding rooms, facilities and materials.			
1.12	Know the data to be monitored in controlled rooms (temperature, pressure) and document the data in the appropriate logs. Know and apply the corrective measures to be applied when irregularities are identified.			
1.13	Know how the secondary ventilation system (heating, ventilation and air conditioning system) operates. Know, apply or enforce appropriate corrective measures when an irregularity is identified.			
1.14	Know and apply quality assurance measures for the various compounded non-sterile preparations.			
1.15	Know and follow the verification process.			
1.16	Know and use the incident/accident documentation logs.			
1.17	Know drug delivery systems.			
1.18	Perform a risk assessment to determine level of risk.			
1.19	Determine beyond-use date.			
1.20	Develop Master Formula.			
2. FOR THE COMPOUNDING OF HAZARDOUS NON-STERILE PREPARATIONS		Position		
2.1	Have the competency required to compound non-sterile preparations.			
2.2	Identify hazardous products in the composition of non-sterile preparations.			
2.3	Know and apply deactivation and decontamination measures.			
2.4	Know and use the protection measures necessary to avoid exposure to hazardous products.			
2.5	Know and use personal protective equipment specifically for handling hazardous products and preparations.			
2.6	Safely handle (i.e., receive, unpack, store and deliver) hazardous products.			
2.7	Know and use the emergency measures to be applied in the case of accidental exposure, accidents or spills.			
2.8	Know how to safely destroy hazardous products and the materials used in their preparation.			