



Action Plan Checklist for Preparing a Pharmacy to Provide Emergency Contraception (EC)

CHECK BESIDE EACH POINT OF INFORMATION AS YOU COMPLETE IT.

- Ensure all pharmacists have completed a training course focusing on providing emergency contraception (EC) as a Schedule II product, assessing requests for EC, counselling patients regarding EC, STIs and regular methods of contraception, providing referrals to other health providers, and handling cases of sexual assault.
- Train all pharmacy staff how to initially handle requests for emergency contraception and how to discreetly and promptly pass these requests to a pharmacist.
- Make pharmacists aware of provincial laws defining the age of majority and those governing the reporting of sexual assaults involving a minor.
- Make arrangements with local doctors or medical clinics to accept prompt or immediate referrals from pharmacists at your pharmacy for women who need to be assessed by a physician in conjunction with receiving emergency contraception.
- Ensure that a private or a semi-private counselling area is available. These areas should provide enough privacy to ensure confidential discussion. Keep these areas free of clutter.
- Post contact numbers and addresses of local sexual assault crisis centers, women's shelters, and emergency rooms for easy access by pharmacists if needed.
- Print off an adequate number of copies of the CPhA Forms: Pharmacists Counselling, Notes for ECP's, Screening Form for ECPs and Patient Instructions on How to Use ECPs.
- Prepare an area in which documentation of patient interactions will be filed.
- Make any necessary changes to pharmacy computer software to accommodate billing to government or third-party drug insurance plans, including the addition of a consultation fee.
- Contact organizations such as the Society of Obstetricians and Gynecologists of Canada, the Planned Parenthood Federation of Canada or the manufacturer of Plan B (levonorgestrel 0.75 mg) for literature and other methods to promote knowledge of contraception, family planning and emergency contraception among female customers and patients in your pharmacy.
- Contact local sexual assault crisis centres and the local branch of the Children's Aid Society (or similar agency) for literature and to clarify the desired method for referrals if needed.
- Ask pharmacy staff to discuss any moral or ethical issues they may have regarding emergency contraception and make appropriate arrangements so that access to emergency contraception is not impeded, while at the same time such moral or ethical views are respected.