



TPP Alberta

Program Guide

June 2018

About TPP Alberta

TPP Alberta is about using data to optimize safe patient care. Since 1986, we have been monitoring the use of prescription drugs prone to abuse, misuse and/or diversion.

Our mandate is to:

- Monitor prescribing, dispensing and use of targeted medications;
- Provide relevant information and feedback on targeted drugs to prescribers and pharmacists to help improve patient care;
- Provide timely and relevant information on targeted medications to consumers, regulatory bodies and stakeholders;
- Work with stakeholders to enable system level change towards appropriate use of targeted medications;
- Ensure efficient and effective functioning of the TPP program.

Funded primarily by the provincial government, TPP Alberta is a partnership administered by the College of Physicians & Surgeons of Alberta. TPP Alberta partners are:

- Alberta College of Pharmacists
- Alberta Dental Association and College
- Alberta Health
- Alberta Health Services
- Alberta Medical Association
- Alberta Pharmacists' Association
- Alberta Veterinary Medical Association
- College and Association of Registered Nurses of Alberta
- College of Physicians & Surgeons of Alberta
- College of Podiatric Physicians of Alberta
- Yukon Medical Council

TPP Alberta medications list

TPP Alberta maintains the most current list of monitored medications on the program website at cpsa.ca/tpp. Listed medications are characterized by prescribing requirements and broken down into the following categories:

- **Type 1** medications – require a prescriber to register with the TPP and use a secure prescription pad when prescribing these drugs.
- **Type 2** medications – are monitored electronically but do not require a prescriber to register or use a secure prescription pad.
- **Veterinary Practice Specific** medications – a secure form is required for all TPP medications (i.e. for all Type 1 medications, Type 2 medications and additional listed drugs.)

Prescribing TPP medications

Physicians, dentists, nurse practitioners, podiatric physicians, veterinarians and other regulated healthcare practitioners as defined by Federal and Provincial legislation may prescribe TPP-listed medications. TPP Alberta expects prescribers to be aware of their responsibilities under the program as listed below.

Prescriber responsibilities

- Prescribers should take reasonable steps to ensure the security of their TPP Alberta secure forms (e.g. storage of pad under lock and key) to reduce the risk of individuals improperly obtaining TPP medications. Prescribers should maintain possession/custody/security of their forms at all times. It is not acceptable to leave blank forms with office staff to facilitate verbal orders when the prescriber is out of office.
- Prescribers should keep track of the sequential tracking number on their secure form to help identify individual theft of one or more forms from the pad.
- The pad belongs to the prescriber, not the clinic. Prescribers, who retire, leave practice or leave the province must return all unused secure forms to TPP Alberta for proper destruction.
- For prescribers with no fixed business address (e.g. locums) we will issue TPP Alberta secure forms without a printed address or contact information. These forms will only have the prescriber's name and their unique prescriber identification number. At each use, these prescribers must enter the appropriate medical clinic or hospital name (or the professional's name for whom the prescriber is working) address and a contact number (telephone or pager).
- If a secure prescription pad is **lost or stolen**, the prescriber must notify TPP Alberta immediately. They will also need to report stolen pads to the police. The prescriber should provide the following:
 - Date of loss or theft,
 - Tracking number(s) of missing pad(s),
 - Name of the last patient prescribed a secure prescription, and
 - The police file number, and the investigating constable's name and phone number.
- If the prescriber faxes the prescription directly to the pharmacy, they should keep all three copies, voiding the top two. The pharmacy will then use the faxed copy for dispensing and submit a photocopy to TPP Alberta, as required.
- Prescribers must be familiar with the TPP form and understand how to fill out and properly transmit a TPP prescription.
- TPP Alberta medications are higher risk for dependence and addiction. The prescriber should discuss this and be mindful of signs of increased risk including escalating dose, "lost" medication, renewals before the planned time and behavioural changes.

*Lost or stolen pad? Prescribers
must notify TPP Alberta
immediately.*

The secure form

TPP Alberta secure forms have three-parts: a PRACTITIONER COPY, PHARMACY COPY and a TPP COPY.

See back page poster for instructions on how to fill out a secure form.

- The prescriber retains the PRESCRIBER COPY, while the dispenser uses the other two parts of the form.
- The dispenser retains the PHARMACY COPY and forwards the TPP COPY to TPP Alberta for compounds, veterinary use, office use and Yukon prescriptions only. For all other prescriptions, the dispenser retains both these copies.

TPP forms are personalized and must not be shared. The prescriber's name, business address, and a unique Prescriber ID number are imprinted on the pads. See back page poster for instructions on how to fill out a TPP form. Additional considerations are listed below:

- **Date issued:** Prescriptions issued on a TPP form are only valid for 72 hours. Day 1 is considered the date the prescription is written. The prescription cannot be filled after midnight of the third day. At their discretion, dispensers may call the prescriber to obtain approval to use an expired prescription written on a TPP form. Such authorization should be documented on both copies.
- **Drug and Strength:** A separate form is required for each TPP medication. Different strengths of the same medication may be ordered on one form only if the orders are legible, and clearly indicate the prescribed dosage and quantity.
- **If the prescriber has used a label** to note patient demographics, ensure that this information appears on both the TPP and PHARMACY copies.
- **If an error is made**, cross out the error and write the correct information beside it along with your initials. Do not write over an error.
- **If the pharmacist wishes to include a pharmacy label**, do not cover the "PHARMACY USE ONLY" section with the label. If a pharmacy label is used it should be placed on the back of the original prescription and the TPP COPY. If any further notations are made on the prescription, they must be transferred to the TPP COPY.
- **If a stamp is used on the back of a form**, ensure that the ink does not bleed through. This can make the top side illegible.
- **If forwarding a copy to TPP Alberta is NOT required**, the pharmacist need not complete the "Pharmacy Use Only" section for information duplicated on the transaction record (note: a signature is still required for the "Medication Received by" line). The pharmacy transaction record that includes required information (i.e., dispense date, prescription #, DIN, quantity and dispensing pharmacist name and registration #) **MUST** be filed with the secure form and be available for review upon request by TPP Alberta.
- **To prescribe Methadone**, prescribers may need to satisfy criteria approved by their regulatory college. Please consult the applicable regulatory website to learn more. Requirements for Alberta physicians can be found at cpsa.ca/physician-prescribing-practices/methadone-program/.
- **To prescribe Buprenorphine/naloxone**, a prescribing course is recommended.
- **To protect patient confidentiality**, prescribers **MUST** remove the PRESCRIBER COPY from the pad and place it within the patient's electronic or paper file. Do not keep used forms within the pad; this can be of serious concern in the event of loss or theft of the pad.

Faxing TPP forms

Faxing secure forms directly from the prescriber's office is acceptable. Once faxed:

- the prescriber destroys the original copy of the secure form or marks it "VOID" and must never give it to the patient;
- the dispenser must verify the source of the fax as per Alberta College of Pharmacists standards of practice; and.
- the dispenser must upload the received prescription into the patient's Electronic Record and/or paper file, and send a completed copy of the form to TPP.

Dispensing TPP Medications

Dispensers must be presented with the top two copies of the TPP form for Type 1 medications and for all veterinary use medications (see TPP medications list).

Dispensers must be presented with the top two copies of the TPP form

For Type 2 medications, a secure form is not required. Pharmacists must ensure prescriptions are **current, authentic, complete, and appropriate** as per the Alberta College of Pharmacists (ACP) standards of practice (Visit <https://abpharmacy.ca/standards-practice> for details).

The dispenser enters information into the 'PHARMACY USE ONLY' section of the secure form as per instructions shown on back poster. Additional considerations are listed below:

- **The dispensing pharmacist must sign the form** after completing this section. Pharmacy technicians should not sign in lieu of the pharmacist.
- **If the prescription is a compound**, the DIN of the TPP medication component is identified here. If the compounding agent does not have a DIN number, indicate the name of the agent here (DO NOT use a pseudo din e.g. 9999999)
- **The patient or patient's agent picking up the medication** must sign the TPP form when receiving the medication. Pharmacists should not request this signature in advance.
- **If a medication is saved on file or placed on hold**, the pharmacist may enter 'on-hold' or 'saved on file' to the 'Received by' section.
- **Type 1 medications on regular prescription forms** are not acceptable. Pharmacists may refuse to fill in this case. In exceptional situations where the regular prescription is used as a temporary substitute for a secure form AND the pharmacist is satisfied regarding the legitimacy of the circumstance, the pharmacist may exercise their discretion in choosing to dispense the medication. This should be documented on the original prescription. Once the secure form is received, the pharmacist must send the completed TPP copy AND a photocopy of the original regular prescription to TPP. Note this applies to extenuating circumstances; it is usually NOT appropriate to have routine 'delayed-submission' arrangements with neighboring clinics.
- **Non-TPP medication prescribed on secure forms** should be processed in the same manner as TPP medications. The prescriber may wish to monitor the use of a particular medication or this may be a regulatory requirement (e.g. ABVMA). The pharmacist may choose to contact the prescriber to verify.

- **Changes or notes added to the TPP form** should be added to the back of the form. If note is made on the PHARMACY COPY, it should also be added to the back of the TPP copy that is returned.
- **Pharmacists may fill out-of-province narcotic or controlled prescriptions** making sure that the prescription is mailed to the respective provincial prescription monitoring program, as applicable.
- **Dispensers must return the TPP Copy to TPP Alberta** for prescriptions for *compounds, veterinary use, 'office-use* and *Yukon* only, at a minimum of bi-monthly intervals. TPP Alberta no longer requires all secure forms to be returned via mail.
- **Pre-printed return envelopes addressed to TPP Alberta** can be obtained by pharmacists and veterinarians from their respective colleges, i.e. ACP or ABVMA, as applicable.
- **Veterinary clinics dispensing TPP medications** for usage longer than 96 hours, including compounds, require a secure form to be completed and submitted to TPP Alberta. Medications for usage within 96 hours are exempt from this requirement but **MUST** be recorded in the clinic log.
- **When veterinary practices dispense TPP medication**, the veterinarian keeps the top two copies and sends the TPP COPY to TPP Alberta.
- **Veterinarians MAY NOT dispense the following from a veterinary clinic under any circumstance:**
 - Ketamine
 - Euthanasia Solutions
 - Sodium Pentobarbital
 - General Anesthetics (e.g. Propofol, Halothane, Isoflurane)
 - Alpha-2-Agonists

Dispensers must return the TPP COPY of the secure form for compounds, veterinary use, office-use and Yukon prescriptions only.

Pharmacist Responsibilities

TPP Alberta relies heavily on the Netcare PIN interface, especially for medications with no secure form requirement. As participating members of TPP Alberta, the role of the pharmacist is critical to ensure data quality. TPP Alberta expects pharmacists to be cognizant of this aspect and exercise due diligence as laid out in the standards of practice for their profession. Extra precaution is advised to ensure data entered into the system at the time of dispensing is accurate. Some considerations for pharmacists are:

- Ensuring each patient file has a PHN number and data is transmitted to PIN
- Ensuring the accuracy of the patient record (e.g. spelling the name correctly; checking to make sure the month and date of birth is not flipped)
- Paying close attention when assigning the prescriber for a prescription. Check against the prescriber's last name, first initial AND one additional identifier, such as clinic location.
- Entering the correct prescriber type (e.g. MD, NP, etc.) AND registration number.

Prescriber registration numbers **MUST** be entered in all cases. **DO NOT USE** a pseudo ID such as 88111DT or 99111PH, except under exceptional circumstances. Where a pseudo ID is temporarily used, the

correct registration number should be obtained and entered into the prescription record at the earliest opportunity. TPP Alberta secure forms provide the registration number for Alberta prescribers. For Type 2 prescriptions, if the prescriber registration is unknown, ask the prescriber for their registration number or access prescriber listings.

Re-ordering TPP forms

Prescribers may request new TPP Alberta secure forms via email (TPPinfo@cpsa.ab.ca), phone (1-800-561-3899 ext. 4939) or fax (780-429-1981). To expedite the process, we ask prescribers to include the following information when re-ordering:

- TPP Prescriber ID or registration number;
- Clinic's address including postal code along with phone number to be printed on the forms
- Shipping address, if different.

If the forms do not arrive within 5-10 business days, please contact the program for information.

Returning unused TPP forms

Any unused TPP secure forms that are no longer needed must be returned to TPP Alberta. This can be done by placing a line through the forms and returning them by mail to the address below. Please include a note explaining why you are returning the forms (e.g. retiring, moving out of province etc.).

TPP Alberta

2700 – 10020 100 Street NW
Edmonton, AB T5J 0N3 Canada

Any prescriber or dispenser can request a TPP profile.

What happens to TPP data?

TPP Alberta data allows us to **monitor utilization rates, prescription patterns and dispensing trends** for the TPP medications. The TPP team then generates and analyzes monthly reports for rates, patterns and trends to be used for supporting quality practice and patient care. Ultimately, TPP Alberta data is used to optimize safe patient care.

Any prescriber or dispenser may request a patient's **TPP profile** from TPP Alberta to assist in providing patient care, or if double doctoring or poly-pharmacy is suspected. [Additional resources](#) on the TPP Alberta website include the TPP Atlas and TPP Annual Report.

Questions?

Contact TPP Alberta

T: 1-800-561-3899 ext. 4939 | F: 780-429-1981 | Email: TPPinfo@cpsa.ab.ca

Mail: TPP Alberta, 2700-10020 100 Street NW, Edmonton, AB, T5J 0N3 Canada

Appendix 1 - Using TPP Alberta's secure form:

- The dispenser MUST be presented with the top two copies of the TPP secure form (i.e. the pharmacy copy and the TPP copy). The prescriber should retain the third copy. *If the prescription is faxed directly to the pharmacy, the prescriber keeps the original three copies, voiding the top two. The pharmacy uses the faxed copy for dispensing and submits a photocopy to TPP Alberta.*
- Prescriptions are valid ONLY for 72 hours. A dispenser MUST log or fill the prescription within 72 hours of issuance. A secure prescription form CANNOT be honored after midnight on the third day.
- A healthcare number, Personal Health Number (PHN) is REQUIRED for patient identification. For out of province patients, enter their provincial healthcare number and indicate the province. *If the patient is an animal this field is left blank.*
- Provide ALL given names to reduce duplication of patient profiles in the TPP database. *If the prescription is for an animal, the form should include the animal name followed by the owner's name in brackets.*
- Provide patient date of birth. *If the prescription is written for an animal, enter the animal's date of birth here.*
- Provide the patient's address to help further verify their identity.
- A separate form is REQUIRED for each TPP medication. Different strengths of the same medications are acceptable on the same form ONLY if the orders are legible, and clearly indicate the prescribed dosage & quantity. *Refills are not allowed, but interval dispense protocols are permitted (e.g. release 14 tablets every Monday).*
- Indicate total prescribed quantity BOTH numerically and alphabetically.
- The Prescriber MUST provide the intended indication for therapy. This information is useful for assessing appropriateness of therapy and optimizing safe patient care. *The Check-boxes MUST NOT be interpreted as a list of valid indications for TPP Medications. Prescribers and dispensers MUST individually verify the validity of each indication within the context of the clinical care being provided and the history for each patient.*
- Directions for use MUST be as complete as possible to allow for verifying quantities. Part-fills are acceptable IF instructions are provided in this section about the amount to release each time as well as the interval between dispenses.
- Prescriber address and contact information. *Locums MUST manually enter on the form the medical clinic or hospital name, address and a contact number (telephone or pager).*
- ID Number is the unique prescriber registration number. For Alberta prescribers, this is the same number as assigned by their regulatory body. For Yukon prescribers, their TPP number appears here. Prescribers MUST use their own personalized TPP forms with their printed ID number. *Pharmacist & pharmacy technicians should ensure the correct prescriber is identified for the prescription record. Misattributions significantly impede PIN data quality and TPP Alberta efficiency.*
- TPP Tracking Number is a sequential number assigned to each form within the pad. Prescribers MUST report this number(s) if form(s) is lost or stolen.
- The dispenser compares the date dispensed to the date issued. If the prescription is to be put on hold, the date it was logged should be documented here.
- Pharmacy assigned prescription number is entered here. *Not applicable when the dispenser is a veterinary practice.*
- If the prescription is compounded, the drug identification number (DIN) of the TPP medication component is identified here. *If the compounding agent does NOT have a DIN number, indicate the name of the agent here (do not use pseudo DIN 999999). If the compound contains more than one TPP medication, provide the DIN for each one.*

1 TPP Alberta		Void after 3 days. Take both copies to a pharmacy. PLEASE PRINT CLEARLY	
Health care number 3		Date Issued 2 DD MMM YY	
Patient full name (First, Initial, Last) 4			
<input type="checkbox"/> Male <input type="checkbox"/> Female		Date of Birth 5 DD MMM YY	
Patient address 6			
City/town		Province	
⚠ ONLY ONE DRUG/DOSAGE PER FORM NO REFILLS ALLOWED			
Drug name & dosage 7			
Quantity Numeric		Quantity Alpha 8	
Indication for therapy: 9			
<input type="checkbox"/> Post-operative pain		<input type="checkbox"/> ADHD	<input type="checkbox"/> Headache/Migraine
<input type="checkbox"/> Acute musculoskeletal pain		<input type="checkbox"/> Neuropathic pain	<input type="checkbox"/> Opioid Agonist Therapy (OAT/OOT)
<input type="checkbox"/> Chronic musculoskeletal pain		<input type="checkbox"/> Cancer/Palliative	
<input type="checkbox"/> Other (specify): _____			
Direction for use: 10			
DR. SMITH, MD 11 ANYTOWN CLINIC 10000 WYE RD NW EDMONTON AB T0T 0A1 780-888-9797			INITIALS No Subs
TPP Tracking #: XXXXXXXX 13		ID #: XXXXX 12 PRESCRIBER'S SIGNATURE	
PHARMACY USE ONLY:		Date Dispensed 14 DD MMM YY	
Rx # 15		Quantity 17	
DIN 16		Pharmacy LIC # 18	
Pharmacist Sign. & Reg. # 19			
PHARMACY COPY		Medication received by 20	

- The quantity dispensed is verified against the quantity ordered. Document part-fills as the amount dispensed over the total quantity (e.g. 30/90 or 0/90 for a prescription placed on hold for later dispense).
- Pharmacy license number is used to identify the pharmacy in the database. *When the dispenser is a veterinary practice this does not apply.*
- The pharmacist responsible for assessing the prescription for appropriateness is identified by their practice permit number. *When the dispenser is a veterinary practice, the license number of the veterinarian should be indicated here.*
- The patient, patient's agent (or animal owner) should sign for the TPP medication upon the receipt of the medication. Dispensers should NOT ask the patient to sign for the medication before it is dispensed. For a prescription put on hold, write 'deferred' in this section.