



**New Brunswick  
College of Pharmacists  
Ordre des pharmaciens  
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POLICY CATEGORY:

POLICY FOCUS:

POLICY NAME: Administration of injections policy (EN)

LAST UPDATED: February 2014

MOTION NUMBER: C-14-02-08

OTHER: GM-PP-I-03 (Supplement to administration of injections policy) should be considered as an addendum to this policy

## **NBCP POLICY**

# Administration of injections

**Approved by Council: July, 2011**

**Revised: February, 2014**

## Administration of Injections policy

All training programs must hold **Stage II CCCEP accreditation** to be acceptable for the purposes of acquiring authorization to administer injections.

Application for authorization to administer injections must be made to the College within one year of successful completion of the training program. If not registered within one year, the training program must be repeated. Pharmacists who wish to administer injections as authorized under Part XXII of the Regulations must meet the following requirements:

- For intramuscular (IM) and subcutaneous (SC) administration:  
Successfully complete an accredited education program recognized by the College on administration of injections by intramuscular or subcutaneous route.
- For intradermal (ID) or intravenous (IV) administration:  
Successfully complete a training program, approved by Council, on IV or ID administration. The training program must include the same educational content of the administration of injections by IM or SC routes plus additional material on the IV or ID administration; if not, the applicant must also successfully complete an accredited education program recognized by the College on administration of injections by intramuscular or subcutaneous route.

### Prior to administering injections, pharmacists must:

1. Receive notification from the College that they are authorized to administer injections.  
(Application form on pages 12 & 13)
2. Adhere to the Standards of Practice for Administration of Injections (Appendix 1).
3. Ensure that the components of service delivery are properly implemented and meet and demonstrate the Criteria for Preparation and Administration of Injections where appropriate (Appendix 2).
4. Meet and demonstrate the Competencies for Administration of Injections (where appropriate) (Appendix 3 and 4)
5. Once authorized to administer injections, the member shall:
  - Maintain current certification in CPR and First Aid. **If certification in CPR and First Aid is not maintained, the pharmacists' authorization to administer injections is revoked.**
  - Maintain an inventory of drugs to treat a possible emergency.
  - Keep the injection products under appropriate storage conditions within the pharmacy.
  - Not administer an injection to a child younger than five (5) years old.
  - Follow good infection control procedures to help prevent spread of infection.



## APPENDIX 1 – STANDARDS OF PRACTICE FOR ADMINISTRATION OF INJECTIONS

1. **A pharmacist authorized to administer drugs by injection under section 50(b) of the Pharmacy Act must:**
  - a) have a policy and procedures manual for provision of the service in place and conduct a review of these on an annual basis; and
  - b) ensure that the environment in which the injection is to be administered is appropriate, i.e., clean, safe, appropriately private and comfortable for the client.
  
2. **A pharmacist authorized to administer drugs by injection must have proper regard for the interests of the client and take all necessary steps to ensure that the injection is administered safely. These steps include:**
  - a) Obtain informed consent from the client, or client's agent, and ensure proper documentation is maintained;
  - b) Be satisfied that the prescription is valid, complete and appropriate in relation to the drug that will be administered;
  - c) Ensure:
    - i. there is ready access to drugs and health care products, aids and devices used to treat reactions to injectable drugs, and
    - ii. the pharmacist is trained to administer the drugs and health care products, aids and devices used to treat reactions to injectable drugs.
  - d) Be satisfied that the drug product to be administered:
    - i. has been prepared for administration using aseptic technique,
    - ii. is stable, and
    - iii. has been stored and labelled appropriately following reconstitution or mixing.
  - e) Observe routine precautions for infection control;
  - f) Use aseptic technique; and
  - g) Respond appropriately to complications if they arise.
  
3. **Routine precautions for infection control - defined**

For the purpose of 2(e), routine precautions for infection control include precautions to help prevent the spread of infection, such as:

  - a) handling all body fluids and tissues as if they were infectious, regardless of the client's diagnosis;
  - b) wearing gloves (when required) to prevent contact with bodily fluids, excretions or contaminated surfaces or objects.
  - c) washing hands before and after caring for the client, and after removing gloves; and
  - d) proper disposal of waste materials.
  
4. **Steps required after administration**

Following the administration of a drug by injection, the pharmacist must:

  - a) ensure the client is appropriately monitored;
  - b) ensure devices, equipment and any remaining drug are disposed of safely and appropriately;
  - c) provide relevant information to other regulated health professionals as appropriate; and
  - d) complete documentation of administration.
  
5. **No injection for a child younger than five (5) years**

A pharmacist must not administer an injection to a child younger than five years old.



## APPENDIX 2 – COMPONENTS OF SERVICE DELIVERY AND CRITERIA FOR PREPARATION AND ADMINISTRATION OF INJECTIONS

*For clients in an institutional setting, some of the components listed below are addressed in institutional policy and procedures. Where such written policy exists, these will be deemed to be equivalent. The pharmacist is expected to comply fully with such policies.*

### **The following criteria outline the components of service delivery to be in place and the knowledge required before administering injections:**

1. Develop, maintain and review, at least annually, a policy and procedures manual including but not limited to:
  - a) Emergency procedure protocol
  - b) Emergency treatment protocol including the following minimum equipment or supplies:
    - i. Adrenalin/epinephrine and appropriate syringes for administration
    - ii. Diphenhydramine
    - iii. Ice or cold compress
  - c) Precautions required for clients with latex allergies
  - d) Management of needle stick injuries
2. Knowledge of routes of administration
  - a) Indications and contraindications for each route
  - b) Advantages and disadvantages of each route
  - c) Common complications and prevention/management of each
  - d) Appropriate sites for administration
  - e) Special requirements in certain client groups, e.g., pediatric clients
  - f) Applicable administration protocols related to specific route of administration or the specific drug(s), e.g., facility protocols, regional protocols.
3. Knowledge of common injections
  - a) Indication, action and purpose
  - b) Adverse effects and contraindications
  - c) Factors that may interfere with their effectiveness
  - d) Protocols for common injections including immunization schedules for adults, children and special populations
4. Maintain a setting within which the injection is to be administered that is clean, safe, comfortable and appropriately private and furnished for the client.
5. Obtain informed consent from the client, or client's agent, with regard to
  - a) Name of the injection to be administered
  - b) Disease or condition being prevented
  - c) Benefits and risks of the injection
  - d) Expected reaction
  - e) Usual and rare side effects
  - f) Rationale for the 15-30 minute wait following the injection
  - g) Contacts for follow-up or emergency



6. Perform basic assessment of the client
  - a) History
  - b) Overall condition and vital signs (e.g., blood pressure, heart rate, etc.)
  - c) Appropriate information for the injection e.g. Immunization records
  - d) Injection site
  
7. Assess the appropriateness of the drug for the specific client, including but not limited to:
  - a) Indication
  - b) Dose
  - c) Allergy status
  - d) Risk factors and contraindications
  - e) Route of administration including:
    - Appropriateness for the client
    - Appropriateness for the drug/solution
    - Drug and route follows established protocols, if applicable
  
8. Prepare the injection for administration
  - a) Use aseptic technique in preparation and administration of the injection
  - b) Check the drug product and expiry date
  - c) Determine stability/compatibility
  - d) Assemble appropriate equipment and supplies (e.g., syringes, needles and administration sets, emergency supplies)
  - e) Draw the injection product from the vial or ampoule
  - f) Maintain aseptic technique throughout the process
  - g) Apply universal precautions
  - h) Properly store prepared injections/solutions
  
9. Use applicable equipment
  - a) Setting, use and trouble-shooting for infusion pumps
  - b) Other injectable devices, if applicable
  
10. Dispose of sharps, drug containers and drug wastage
  - a) Safely disassemble equipment, discard used materials and sharps
  
11. Perform and provide care of the injection site
  - a) Assessment of the site
  - b) Select and landmark the injection site
  - c) Requirements for dressings
  - d) For IV administration, ensure the line is patent and there are no signs of infection at the catheter site
  
12. Perform precautions required for clients with latex allergies
  
13. Implement appropriate emergency measures including but not limited to:
  - a) Basic First Aid procedures
  - b) CPR
  - c) Use of Adrenalin/epinephrine



- d) Established procedures for handling sensitivity/anaphylactic reactions
  - e) Management of needle stick injuries
14. Provide therapeutic monitoring required for each injection administered and evaluate the outcome of the injection/solution on the client
- a) Goals of therapy
  - b) Monitoring for the specific client
  - c) Initiate appropriate intervention as necessary
15. Document history, assessment and injections administered
- a) Drug and dose given
  - b) Manufacturer and lot #
  - c) Route of administration
  - d) Date and time of administration
  - e) Client response
  - f) Client teaching done
    - I. Adverse reactions and management
    - II. Plans for follow-up
  - g) Name and title of person administering the injection
16. Notify and provide relevant information to other health professionals, as per Regulation 21.15.

## APPENDIX 3 - COMPETENCIES FOR ADMINISTRATION OF INJECTIONS

Refer to “Immunization Competencies for Health Professional” document for full details on competencies 1-14 (separate document)

### 1. The Immune System and Vaccines

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**Competency:** Explains how vaccines work using basic knowledge of immune system

### 2. Vaccine-Preventable Diseases

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**Competency:** Demonstrates an understanding of the rationale and benefit of immunization, as relevant to the practice setting

### 3. Vaccine Development and Evaluation

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**Competency:** Integrates into practice knowledge about the main steps in vaccine development and evaluation.

### 4. The Types of Immunizing Agents and Their Composition

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**Competency:** Applies the knowledge of the components and properties of immunizing agents as needed for safe and effective practice

### 5. Population Health

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**Competency:** Applies relevant principles of population health for improving immunization coverage rates

### 6. Communication

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**Competency:** Communicates effectively about immunization as relevant to the practice setting(s)

### 7. Storage and Handling of Immunization Agents

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**Competency:** Implements Canadian guidelines when storing, handling or transporting vaccines

### 8. Administration of Immunizing Agents

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**Competency:** Prepares and administers immunization agents correctly

### 9. Adverse Events Following Immunization

**Competency:** Anticipates, identifies and manages adverse events following immunization

## 10. Documentation

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**Competency:** Documents information relevant to each immunization encounter in accordance with national guidelines for immunization practices and jurisdictional health information processes

## 11. Populations Requiring Special Considerations

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**Competency:** Recognizes and responds to the unique immunization needs of certain population groups

## 12. The Canadian Immunization System

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**Competency:** Demonstrates an understanding of the immunization system in Canada and its impact on his/her own practice

## 13. Immunization Issues

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**Competency:** Addresses immunization issues using an evidence-based approach

## 14. Legal and Ethical Aspects of Immunization

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**Competency:** Acts in accordance with legal and high ethical standards in all aspects of immunization practice

**To accommodate substances other than immunizing agents, NAPRA adopted a “15<sup>th</sup> Competency” (Appendix 4) to define requirements for the administration of those substances.**

## 15. Essential Competencies for administration of Other Substances

**Competency:** Safely and effectively administers substances by injection



## APPENDIX 4

### The 15<sup>TH</sup> COMPETENCY

#### 15. ESSENTIAL COMPETENCIES FOR INJECTION OF OTHER SUBSTANCES

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**Competency:** Safely and effectively administers substances by injection

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#### Learning Objectives:

**The pharmacist will be able to perform the following:**

- Demonstrate the necessary technical skills required to prepare and administer injections (subcutaneously, intramuscularly, intradermally)
- Describe legal and regulatory requirements for administering drugs by injection, including federal and provincial legislation and standards
- Conduct a Therapeutic Review: [PHAC # 13]
  - Locate evidence based information relating to current therapeutic information of the specific drug to be injected, including indications, contraindications, approved routes of administration, pharmacokinetics, injection protocol, precautions and patient monitoring, and patient factors that should be considered, e.g., pregnancy
  - Prepare a checklist to assess and determine preferred route of administration
    - appropriate for the drug/solution
    - appropriate for the patient
    - drug and route according to protocol
- Perform all necessary steps for administering substances by injection:
  - Assess the Patient, including: [PHAC # 8 (1.),11]
    - age, weight, current and previous relevant medical conditions and medications, current patient status (e.g., fever/signs of infection, pregnancy), allergies, relevant patient adherence issues, past experience or reactions with injections, medications and/or immunizations.
    - special population considerations
  - Provide Patient Education and Obtain Consent: [PHAC #6,13,14]
    - Explain reason for the injection and outline risks and benefits, including common and serious potential side effects and management
    - Obtain and record informed consent for administration of injection
    - Provide teaching on self-administration, if appropriate

- Ensure Medication Appropriateness, including the ‘Seven rights of medication administration: [PHAC competency #8,10]
  - Right Product
  - Right Client
  - Right Dose
  - Right Time
  - Right Route
  - Right Reason
  - Right Documentation
  
- Ensure Safe Medication Preparation, Administration, Storage and Disposal: [PHAC # 7, 8]
  - Ensure a clean, safe, private and comfortable environment for the patient
  - Demonstrate the following appropriate infection control procedures: aseptic reconstitution technique, needle gauge and size appropriate for patient
  - Take precautions for patients and health care workers with latex allergies
  - Demonstrate correct administration technique appropriate for route of injection, including techniques for reducing pain associated with injection
  - Determine and locate appropriate site for injection, taking into account patient characteristics, product considerations, and anatomical landmarks (bones, muscles, blood vessels, nerves)
  - Perform universal precautions in addition to preventing and managing needle-stick injuries
  - Monitor and maintain temperature-appropriate storage conditions of injectable medications following product specific storage guidelines.
  - Ensure safe disposal of injectable medications
  
- Monitor the patient after injection: [PHAC #9]
  - Maintain currency in CPR and First Aid
  - Anticipate, identify, manage and report adverse effects following medication injection
  - Respond to anaphylactic reactions with appropriate use of emergency kits and following established step-by-step protocols.
  - Describe and perform therapeutic monitoring of patient with respect to goals of medication therapy

**References:**

1. Immunization competencies for health professionals. Public Health Agency of Canada (PHAC). <http://www.phac-aspc.gc.ca/im/pdf/ichp-cips-eng.pdf>.
2. Guidelines and Criteria for Injections and Immunization Continuing Education Programs for Alberta Pharmacists. [https://pharmacists.ab.ca/document\\_library/InjImmGuidelinesFINAL.pdf](https://pharmacists.ab.ca/document_library/InjImmGuidelinesFINAL.pdf)
3. Draft Bill 179 Regulation Ontario College of Pharmacists. [http://www.ocpinfo.com/Client/ocp/OCPHome.nsf/object/BILL\\_179/\\$file/Draft+Bill+179+Regulation+-+for+website+posting+December+13+2011.pdf](http://www.ocpinfo.com/Client/ocp/OCPHome.nsf/object/BILL_179/$file/Draft+Bill+179+Regulation+-+for+website+posting+December+13+2011.pdf)
- (4. MD Briefcase Immunization Competencies Education Program (ICEP) [www.AdvancingPractice.com](http://www.AdvancingPractice.com).)
- (5. OPA Injection and Immunization Certificate program.)



## APPLICATION FOR AUTHORIZATION TO ADMINISTER DRUGS BY INJECTION

### Preamble

All training programs must hold **Stage II CCCEP accreditation** to be acceptable for the purposes of acquiring authorization to administer injections.

Application for authorization to administer injections must be made to the College within **one year** of successful completion of the training program. Pharmacists who wish to administer injections as authorized under Regulation 22.3 must meet the following requirements:

1. Pharmacists must apply to the Registrar for authorization to administer drugs by injection. The application will be reviewed and, if approved, you will receive authorization from the Registrar to administer drugs.
2. Be familiar with the legislation concerning administration of drugs by injection.
3. Successfully complete a training program, and provide a copy of the documentation of successful completion, as follows:

For intramuscular (IM) and subcutaneous (SC) administration:

Successfully complete an accredited education program recognized by the College on administration of injections by intramuscular or subcutaneous route

For intradermal (ID) or intravenous (IV) administration:

Successfully complete a training program, approved by Council, on IV or ID administration. The training program must include the same educational content of the administration of injections by IM or SC routes plus additional material on the IV or ID administration; if not, the applicant must also successfully complete an accredited education program recognized by the College on administration of injections by intramuscular or subcutaneous route.

4. Provide proof of valid CPR and First Aid certification.

**You must receive authorization from the College before providing injection services.**

Applications will be reviewed and authorization, in the form of a separate certificate, will be issued to the member. Once authorized to administer drugs by injection, you must:

- Maintain your competence and skill level in administering injections by intramuscular or subcutaneous route. If you do not, you must seek remedial training to bring your knowledge and skill level up to standard.
- Successfully complete another training program if you have not administered injections for a three year period.
- Complete a professional declaration annually at renewal, indicating that you:
  - a. Have taken action to maintain both your clinical and technical competencies in administration of injections; and
  - b. Have and will maintain valid CPR and First Aid certification**



**Please submit the following:**

- Application form (pages 12 & 13 of this document)
- Copies of:
  - CPR & First Aid training certificate
  - Certificate of Completion - Immunization and Injection Administration Training Program (IIATP) Injection Administration Workshop
  - Certificate of Completion - Immunization and Injection Administration Training Program (IIATP) Immunization Competency Online Program
  - Certificate or statement of completion of an Intravenous or Intradermal training program (if applicable)
- Required fee (See Fee schedule under “Legislation” heading on the NBCP website)



**APPLICATION FOR AUTHORIZATION TO ADMINISTER DRUGS BY INJECTION** (page 1 of 2)

I hereby make application to the New Brunswick College of Pharmacists for authorization to administer injections by the following route(s) (please select all that apply):

IM and SC..... ID..... IV.....

First Name: ..... Registration #: .....

Middle Name(s): .....

Last Name: .....

Street Address: ..... Apt. #: .....

City: ..... Province: ..... Postal Code: .....

Phone (home): ..... Phone (work): .....

E-mail address: .....

To be eligible to apply for authorization to administer drugs by injection, a pharmacist must:

1. be licensed as an active member;
2. have successfully completed an education program approved by Council on the administration of drugs by injection; and
3. possess valid certification in First Aid and CPR (any level), which must be kept current for the duration of the authorization to administer drugs by injection.

Please answer the short questionnaire below:

1. Are you licensed as an active member to practice pharmacy in New Brunswick?  
.....no .....yes
2. Have you successfully completed training in the administration of drugs by injection?  
.....no .....yes (Date completed: ... .. / .. .. / .. ..) (a copy of my certificate(s) of  
Year/Month/Day completion is attached)
3. Have you successfully completed training in the administration of First Aid and CPR and  
is that certification still valid?  
.....no .....yes (a copy of my certificate(s) of completion is attached)
4. Have you signed the Professional Declaration on the following page?  
.....no .....yes

**Payment must be included with form. See the Fee Schedule on website for applicable fee.** Cheque, MasterCard or Visa are acceptable forms of payment.

Credit Card #: ..... Expires (mm/yy): .....

3-digit code on back of card: .....

**APPLICATION FOR AUTHORIZATION TO ADMINISTER DRUGS BY INJECTION**

**(page 2 of 2)**

**PROFESSIONAL DECLARATION**

In the matter of my application to the New Brunswick College of Pharmacists for authorization to administer injections,

I, .....

Applicant's Full Name (*please print*)

of ..... in the Province of ..... declare that

(*City, Town or Village*)

1. as a regulated member of the New Brunswick College of Pharmacists, licensed as an active member, I will abide by the standards of practice and other requirements that apply to the administration of drugs by injection and restrict my practice to those areas in which I am trained;
2. I am the person referred to in the documents submitted in support of my application, and that these documents present a true and accurate account of my qualifications;
3. I will maintain valid First Aid and CPR certification for the duration of my authorization period to administer injections, and that if I do not provide proof of certification upon request, my authorization to administer injections will be revoked;
4. The status of my eligibility for authorization is subject to audit and that false or misleading statements concerning my qualifications may be considered grounds for a complaint of professional misconduct;
5. I will maintain the necessary equipment and supplies to provide such service and be able to treat any adverse event that may arise subsequent to an injection;
6. I will only administer injections in a clean, secure area that maintains client confidentiality and privacy to the extent required.
7. I will remain informed of statements and advisories published by the National Advisory Committee on Immunization (NACI)

I make this professional declaration conscientiously believing it to be true.

Declared this ..... day of ..... 20.....  
(*day*) (month) (year)

Signature: .....



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**Approved by Council: July, 2011**



If you answered “no” to any of the questions on page one or have not completed the professional declaration on this page, you do not meet the criteria for authorization and your application can not be processed.

If you answered “yes” to all of the questions on page one of the application and have completed the professional declaration on this page, your application will be reviewed by NBCP. If approval is granted, a certificate of your authorization to administer drugs by injection will be mailed to you. You may not engage in the restricted activity of administering drugs by injection until you have received notification from the College.

## Miscellaneous

### Reporting of Adverse Events Following Immunization

Should a client experience an adverse event following an immunization injection, you must complete and forward a report to the Public Health Agency of Canada.

The reporting form is available at the following link:

English <http://www.phac-aspc.gc.ca/im/pdf/raefi-dmcisi-eng.pdf>

En français <http://www.phac-aspc.gc.ca/im/pdf/raefi-dmcisi-fra.pdf>

### Post-Exposure Management of Occupational Exposure to Blood/Body Fluids

The following link presents an overview of treatment for accidental exposure to blood or body fluids e.g. needlestick injury.

<http://www.nurses.ab.ca/Carna/index.aspx?WebStructureID=3734>

### Canadian Immunization Guide

This document covers basic principles and recommended immunization schedules

English <http://www.phac-aspc.gc.ca/publicat/cig-gci/index-eng.php>

French <http://www.phac-aspc.gc.ca/publicat/cig-gci/index-fra.php>

### Immunization Competencies for Health Professionals

This document outlines the competencies a health professional should have if involved in immunization clients.

English <http://www.phac-aspc.gc.ca/im/ic-ci-eng.php>

French <http://www.phac-aspc.gc.ca/im/ic-ci-fra.php>

### Screening questionnaire when immunizing clients

A sample questionnaire is available on the College website ([www.nbpharmacists.ca](http://www.nbpharmacists.ca)) for your use.





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**National Advisory Committee on Immunization (NACI)**

<http://www.phac-aspc.gc.ca/naci-ccni/#rec>

First Approved:		Review Frequency:
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