



# Newfoundland and Labrador Pharmacy Board

## *Interpretation Guide*

### Registration Examination

The Newfoundland and Labrador Pharmacy Board Registration Examination is designed to assess the applicant's knowledge of and ability to interpret and apply provincial acts and regulations, bylaws, standards of practice, guidelines and policies as they pertain to the practice of pharmacy in Newfoundland and Labrador.

#### 1. Examination Location and Dates

- a) Regular sittings of the exam will be held in St. John's every other month, starting in February, and continuing in April, June, August, October, and December.
- b) Each year, the dates of these sittings will be published on the NLPB website, [www.nlpb.ca](http://www.nlpb.ca).

#### 2. Alternative Locations and Dates

- a) An applicant may request to write the exam at an alternate date, time, and/or location. In these cases, an additional "special sitting" fee would be applicable, if approved. A minimum of 14 days' notice is required to arrange special sittings.
- b) In the case where the exam is to be written at a location other than St. John's,
  - i) The applicant is responsible for arranging for a suitable invigilator, who must be approved by the board office before the special sitting is approved.
  - ii) Once approved, the exam and an answer sheet will be mailed to the invigilator. After the exam is completed, the invigilator should make and retain a photocopy of the answer sheet in a secure location and mail the original exam and answer sheet back to the board office. Once the board office has confirmed receipt of the exam and answer sheet, the invigilator will be instructed to destroy the copy.

#### 3. Eligibility/Application Procedure

- a) To be eligible to register for the registration exam, a candidate must be:
  - i) pre-registered with the NLPB,
  - ii) a Keyin College pharmacy technician student in the final semester of their program, or
  - iii) a MUN School of Pharmacy pharmacy student in the final year of their program.

To allow sufficient time for processing, the pre-registration application, along with all required documentation, should be received at least 7 days prior to the exam registration deadline.

- b) Once the registration process has been initiated,
  - i) Applicants registering for a **regular sitting** will be given a username and password to access the NLPB Registrant Portal. He or she can then register to sit a regular sitting of the exam through the "Events" section of the Portal. The applicant will be sent a confirmation email including their exam sitting date and other related information, upon approval.
  - ii) Applicants registering for a **special sitting** will be directed to apply for the special sitting, using the appropriate form posted on the NLPB website. The applicant will be sent a confirmation email including their exam sitting date and other related information, upon approval.

#### **4. Withdrawal/Refund Policy**

- a) Registration exam fees are non-refundable. Special consideration may be given to rescheduling the sitting for medical reasons with the provision of a physician's note or for cases of bereavement, upon written request.

#### **5. Examination Format and Content**

- a) The exam consists of multiple choice and fill-in type questions.
- b) While emphasis is given to provincial legislation, regulations, bylaws, Code of Ethics and Standards of Practice, questions may also require knowledge of federal legislation and standards that govern the practice of pharmacy in Canada.
- c) All applicable references (a summary of which can be found in Appendix I) can be found on the NLPB website, which applicants should utilize as the primary and most current source of information about pharmacy legislation, standards of practice and policies. It is not intended that applicants memorize the entire content of these documents, but rather be able to locate, identify, interpret, and apply the pertinent legal requirements and procedures to be followed.

#### **6. Examination Day Process**

- a) Prior to being given an exam paper, all applicants must show the invigilator valid photo identification.
- b) This is an open-book exam - applicants may bring any written materials they wish with them to the exam.
- c) Either pen or pencil may be used to complete the answer sheet. Pens and pencils will not be provided.
- d) Exam papers must be signed before commencing the exam. In signing the exam paper, applicants agree to maintain the confidentiality of all questions contained in the exam. Disclosure of information contained within the exam may result in the applicant being denied registration with the Newfoundland and Labrador Pharmacy Board or being the subject of disciplinary proceedings.
- e) Applicants will be instructed to leave bags, coats, etc. at the front/back/side of the room prior to starting the exam.
- f) Applicants are not permitted the use of any electronic devices including computers, laptops and cell phones during the exam. All electronic devices must be turned off and given to the invigilator prior to commencing the exam or retained in a bag or coat at the front/back/side of the room.
- g) Applicants will be given three hours to write the exam.
- h) All questions should be answered on the answer sheet provided.
- i) No communication between applicants is permitted during the exam.
- j) No food is permitted to be eaten during the exam.
- k) Any necessary clarification of questions should be addressed to the invigilator.
- l) Applicants are permitted to leave upon completion of the exam.

#### **7. Scoring and Results**

- a) Satisfactory completion of the registration exam shall be a total mark of not less than 70%.
- b) Applicants will be advised within one month of the scheduled exam date whether they were "successful" or "not successful" in completing the registration exam requirements. No final mark or exam paper will be returned to any applicant.

- c) If an applicant is unsuccessful in completing the registration exam, he or she may re-sit the exam no sooner than 60 days from the original exam date. A new fee applies for each subsequent attempt of the exam.
- d) Applicants are permitted a maximum of three attempts of the registration exam. An appeal for a fourth attempt may be considered by the Board, if accompanied by evidence of successful completion of remediation acceptable to the Board.
- e) The results of the exam shall be considered valid for a period of two years from the date it is written. If an applicant has not completed all registration requirements during this time, they must successfully re-write the exam prior to being registered.

## **8. Appeals**

- a) An applicant may appeal the results of the exam by applying, in writing, along with the appropriate fee, to the Registrar within 14 days after the results are made available. If the applicant is successful in the appeal, the fee will be refunded.
- b) Upon receipt of such an appeal, the exam paper shall be re-read and, within 10 working days, the applicant shall be notified of the outcome of the appeal and supporting reason(s).

## **Appendix I Applicable References<sup>1</sup>**

### **Provincial Pharmacy Legislation**

Pharmacy Act, 2012  
Pharmacy Regulations, 2014  
Administration of Drug Therapy by Inhalation or Injection Regulations  
Authorization to Prescribe Regulations  
Newfoundland and Labrador Pharmacy Board By-Laws  
Personal Health Information Act  
Pharmaceutical Services Act  
Pharmaceutical Services Regulations  
Prescription Monitoring Act  
Monitored Drug Regulations

### **Standards of Pharmacy Operation**

Standards of Pharmacy Operation – Community Pharmacy  
Standards of Pharmacy Operation – Hospital Pharmacy

### **Provincial Standards of Practice**

Administration of Drug Therapy by Inhalation or Injection  
Facsimile Transmission of Prescriptions and Personal Health Information  
Medical Assistance in Dying  
Prescribing by Pharmacists  
Provision of Pharmaceutical Care to Long Term Care Facilities  
Provision of Pharmaceutical Care to Personal Care Homes  
Standards for the Provision of Compliance Packages  
Standards for the Safe and Effective Provision of Opioid Agonist Maintenance Treatment  
The Sale of Exempted Codeine Products in Community Pharmacies  
Standards for Pharmacy Compounding of Non-Sterile Preparations (and related Guidance Document)

### **Provincial Guidelines for Pharmacy Practice**

Guidance for the Dispensing and Administration of Buprenorphine Extended-Release Injection (Sublocade®)  
Guidelines Regarding the Sale of Naloxone Injection in Community Pharmacies

### **Other**

Code of Ethics (and related Interpretation Guides)  
Guide to the Provincial Drug Schedules  
Practice Policy - Pharmacy Students / Interns Administering Inhalations or Injections  
Practice Policy - Registrant Use of Social Media  
Summary of Narcotic, Controlled Drug and Benzodiazepine Regulations  
Tamper-Resistant Prescription Drug Pad Program Information and List of Affected Drugs

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<sup>1</sup> All documents can be found on either the Legislation page (<http://www.nlpb.ca/pharmacy-practice/legislation/>) or the Standards, Policies and Guidelines page (<http://www.nlpb.ca/pharmacy-practice/standards-guidelines-policies/>) of the NLPB website.