Veterinary Dispensing Technician Educational Packet

Veterinary Retail Facility

A Veterinary Retail Facility (VRF) is an establishment registered by the North Dakota Board of Pharmacy employing a registered Veterinary Dispensing Technician (VDT) authorized to dispense veterinary prescription drugs pursuant to a valid prescription from a Veterinarian. Veterinary prescription drugs are those drugs restricted by federal law to use by or on the order of a licensed veterinarian. Veterinary prescription drugs must be used or prescribed only within the context of a valid veterinarian-client-patient relationship. VRF are only authorized to dispense prescriptions that are for use on equidae (e.g. horses, donkeys, mules), food-animals, and nontraditional livestock only (e.g. bison, elk, reindeer).

Each business that wishes to conducts business as a VRF must file an application with the ND Board of Pharmacy and obtain a license. Application information needed includes:

- Name and address of the facility
- Person of contact for facility
- Phone and fax number for facility
- ND Secretary of State certificate of authority – shows company is registered in North Dakota
- List of owners, corporate structure, or partners

Each application or renewal must be accompanied by a license fee of $175. Each facility must renew its license yearly by November 1st. Separate applications must be made and separate permits required for each veterinary retail facility opened, established, operated, or maintained by the same owner and for the change of location, name, or ownership of an existing VRF.

Each VRF license shall be posted in a place that is visible to the general public and shall be kept current at all times.

If a VRF wishes to move their business to a different address than on their license, they must notify the ND Board of Pharmacy of the new address and must print off new version of license to reflect the change. If the VRF changes ownership they should report that to the ND Board of Pharmacy including the disclosure of the new owners.

In each VRF, appropriate reference material should be available and kept updated. This material should be near the locations where the VDT is preparing the prescriptions. Appropriate reference material includes but is not limited to the Merck Veterinary Manual, Compendium of Veterinary Products, or Food Animal Residue Avoidance and Depletion Program (FARAD).

Also access to the North Dakota Law regarding Veterinary Prescription Drugs should be kept available for reference. It is found in NDCC 43-15.4

The license of VRF is under the authority of the ND Board of Pharmacy. In the case of a VRF violating drug laws or rules, the board is authorized to penalize or revoke a VRF's license.

Veterinary Dispensing Technician

A Veterinary Dispensing Technician (VDT) is a non-pharmacist registered by the ND Board of Pharmacy to dispense veterinary prescription drugs in a VRF pursuant to a valid prescription from a Veterinarian. To obtain registration as a VDT, an individual must successfully complete an academic program and pass a test approved by the ND Board of Pharmacy.

Each interested individual must be currently employed by a VRF licensed within the state. An application form must be completed and sent to the ND Board of Pharmacy for consideration. Each completed application must be accompanied by an application fee of $35. Application information needed includes:

- Name and address of the individual
- Photo of applicant
- Phone number
- Email address
- Social security number
- Current facility of employment and address
- Verification that the applicant has not been convicted of any felonies and there is no pending legal action. If any include a letter detailing the events.

The Board will provide the licensed VDT an annual registration card and pocket identification card. The registration card should be displayed in a place visible to the public and should be kept updated. While working in a VRF, the VDT must wear a name badge that clearly indentifies the person as a "Veterinary Dispensing Technician".

Once registered a VDT needs to inform the ND Board of Pharmacy of any changes in personal information and changes in employment within 15 days to make necessary record changes. A VDT shall immediately notify the Board of Pharmacy of any felonies or convictions.

A registered VDT in North Dakota may go on inactive status and continue to hold a certificate of registration in this state provided the technician on inactive status may not practice within this state. A VDT on inactive status may not be required to meet the continuing education requirements of the board. In order for a VDT to change an inactive status of registration to an active status of registration,

the VDT must complete eight hours of approved continuing education and thereafter comply with the continuing education requirements of the board.

Each registered VDT shall complete at least eight hours of approved continuing education every year as a condition of renewal of a registration as a VDT in North Dakota. Of the required eight hours of continuing education, at least four hours must be of pharmacy technician continuing education approved by the ND Board of Pharmacy and at least four hours must be of Veterinary Technician continuing education approved by the State Board of Veterinary Medical Examiners.

There may be no carryover or extension of continuing education units with the exception that continuing education units obtained twelve months prior to the beginning of each annual reporting period may be used in the current annual reporting period which begins March first of each year and ends the last day of February, or the previous reporting period. However, the units may not be counted as credit in both reporting periods. Failure to obtain the required eight hours of continuing education by the renewal date may result in suspension for a minimum of thirty days or a maximum of the period ending the date the continuing education is completed. The records must be maintained for a two-year period. The exception is being a VDT applying for first renewal where no continuing education credits need to be obtained. A VDT registered with the board may make application to the board for a waiver of compliance with the continuing education requirements and may be granted an exemption by the board.

The registration of a VDT is under the authority of the ND Board of Pharmacy. The registration of a VDT may be revoked by the board and is subject to penalties under the board's discretion.

Distinction between Veterinary Technician vs Veterinary Dispensing Technician

It is important to understand the distinction between the duties of a Veterinary Technician and a VDT. Veterinary Technician is a licensed animal health care provider who works under the supervision on a licensed Veterinarian. A Veterinary Technician education includes an associate's degree or bachelor's degree, from an accredited college or university. Tasks that a Veterinary Technician routinely performs include but are not limited to:

- Obtain and record patient case histories
- Collect specimens and perform laboratory procedures
- Provide specialized nursing care
- Prepare animals, instruments and equipment for surgery
- Assist in diagnostic, medical and surgical procedures
- Expose and develop x-rays
- Supervise and train practice personnel
- Stock and maintain medicines and supplies

A VDT is only allowed to prepare and dispense prescriptions. A Veterinary Technician can work as a VDT in a VRF and would only need to register with the North Dakota Board of Pharmacy.

Prescription processing in a Veterinary Retail Facility

A VDT may dispense veterinary prescription drugs for use on equidae, food-animals, and nontraditional livestock on the basis of a written, electronically transmitted, or oral order received from a licensed veterinarian or the authorized agent of a licensed veterinarian. Only a VDT may receive an orally transmitted new or refill prescription.

When receiving an oral order from a Veterinarian or agent thereof, the VDT must document the following:

- Name of client
- Date of prescription
- Identification of animals or herds treated
- Name and quantity of drug to be dispensed
- Dosage and directions for use
- Name, address, and telephone number of prescribing Veterinarian
- Number of refill if any allowed on the prescription
- Name of individual who called and initials of VDT taking the prescription

The same information should be on any written or electronically transmitted prescription. If there are questions or incomplete information, they should be forwarded to and clarified by the prescribing Veterinarian before any medications are dispensed to a client.

A VDT may refill a prescription only if the initial prescription is issued indicating that a specific number of refills are authorized. A prescription may not be refilled twelve (12) or more months after the issue date of the initial order

A valid prescription to be dispensed by a VRF must come from a licensed Veterinarian or an agent of the Veterinarian. This includes a Veterinary Technician that works for a Veterinarian. If there is a question of if an individual is acting on behalf of the Veterinarian, the VDT should directly contact the Veterinarian. It is the responsibility of the VDT to make sure a corresponding prescription is only filled if there is a valid Vet-Client-Patient relationship.

A Vet-Client-Patient relationship is defined as:

- A veterinarian has assumed the responsibility for making medical judgments regarding the health of an animal and the need for medical treatment, and the client, who is the owner or other caretaker, has agreed to follow the instructions of the veterinarian.

- There is sufficient knowledge of the animal by the veterinarian to initiate at least a general or preliminary diagnosis of the medical condition of the animal.
- The practicing veterinarian is readily available for follow up in the case of adverse reactions or failure of the regimen of therapy. This relationship exists only when the veterinarian has recently seen and is personally acquainted with the keeping and care of the animal by virtue of an examination of the animal and by medically appropriate and timely visits to the premises where the animal is kept.

Unauthorized Dispensing Activities by a Veterinary Dispensing Technician

Any controlled substances should not be in possession of a VRF and should not be dispensed by a VDT. Controlled substances are drugs which have a potential for abuse and can be habit forming. Controlled substances are identified on the face of the container with a "C". Any question if a product is a controlled substance should be researched to ensure no controlled substance are stocked or dispensed from a VRF. If there are any controlled substances in possession by a VRF or dispensed by a VDT they will come under penalty by the Drug Enforcement Agency (DEA) and the State Board of Pharmacy.

No prescriptions should be dispensed from a VRF for an off labeled use or extra-labeled use. Off labeled use is the practice of prescribing pharmaceuticals for unapproved uses, an unapproved animal group, or an unapproved dosage. Each prescription (Rx) pharmaceutical product will contain a package insert which contains the approved use, appropriate dosage for indicated animal group, and also other information that is needed to handle and dispense correctly. Access to reference material that contains this information should be available. An example of package insert information is shown in the appendix. If a prescription is presented and it is determined to be an off labeled use, it should be referred back to the prescribing Veterinarian for dispensing of the product.

In preparing a prescription, a VDT may not repackage the drugs. An exception is that a VDT may break down case lots of veterinary prescription drugs, provided the seals on the individual containers are not broken. VDT may not open a container and count out or measure out any quantity of a veterinary prescription drug.

Any compounding of prescription products is not allowed for the dispensing of a prescription in a VRF. A compound product is a preparation has to be made by the pharmacist because it is not available from a manufacturer in the desired strength or containing the ingredients prescribed by a Veterinarian.

Species a VDT can Dispense Pursuant to a Valid Prescription

Species for which a VDT can dispense prescription include but is not limited to:

- Horse
- Mule

- Donkey
- Zebra
- Cattle
- Sheep
- Pigs
- Goat
- Bison
- Reindeer
- Elk
- Chicken
- Geese
- Ducks
- Turkeys

If a prescription is presented for a species of animals outside of this list, a VDT cannot fill the prescription and must refer the client to their corresponding Veterinarian.

Relevant Veterinary Drug issues

Veterinary drugs are used in livestock agriculture to treat disease, maintain herd and flock health, promote growth, improve meat quality in a sense of reducing fat and growing more muscles, and otherwise reduce production costs. With the agricultural use of drugs there is the potential of leaving residues that may appear in the food. Veterinary drug residues are the very small amounts of veterinary medicines that can remain in animal products and therefore make their way into the food chain. This includes any degradation products, which are the result of the medicine breaking down into its component parts.

Withdrawal time is the period after drug administration to any food animal where drug residue may be found in marketed meats, eggs, organs, or other edible products. Information about withdrawal times should be included in the drug's package material and should be made available to the client. If questions arise about withdrawal time, they should be forwarded to the prescribing Veterinarian.

Other veterinary issues???

Biologicals and Pharmaceuticals are two terms often used when referring to products used in the health care of cattle, and often confused with each other.

Biologicals are generally made up of bacterins and vaccines. A vaccine is a suspension of attenuated or killed microorganisms, or the antigenic proteins derived from them. There are two categories of vaccines, killed and modified-live. A killed vaccine is just that, killed. No self-replicating microorganisms

are present in the suspension. Modified live vaccines contain microorganisms which have been attenuated (weakened) through culturing and laboratory procedures.

Pharmaceuticals are medicinal drugs. They contain no live or killed microorganisms. Antibiotics are pharmaceuticals. Pharmaceuticals are used to treat a variety of health-related conditions. Virtually every pharmaceutical product has a withdrawal period associated with its use.

Proper Processing of Prescription Orders

All veterinary prescription drugs must be properly labeled when dispensing. Proper labeling of a product includes the following information:

- Name, address and telephone number of veterinarian
- Name of client
- Identification of animals or herds treated
- Date of treatment, prescribing, or dispensing of drugs
- Name and quantity of the drug to be prescribed or dispensed
- Dosage and duration directions for use
- Cautionary statements, as needed
- Expiration date
- Withdrawal times

If any of this information is included in the manufactures labeling, it is unnecessary to repeat it on the prescription label. If there is inadequate space on the label for complete instructions, the VDT shall provide additional information to accompany the drug dispensed or prescribed.

A VDT must file any prescription, or copy thereof, which has been dispensed in the VRF. Each prescription hard copy should be given a consecutive number in order of being filled. That number should also be on the prescription label for easy reference to the prescription if needed.

Records of receipt and dispensing of legend drugs must be kept for three years and may be audited by the Board of Pharmacy at any time.

In the dispensing of a prescription product, any clinical questions that cannot be answered by reading the manufacture's package material should be directed to the prescribing Veterinarian for clarification. This does not include pricing questions that may arise.

Storage of Legend Drugs

When placing legend or prescription drugs in inventory they should be kept out of the general inventory available to the public. They should be kept separate from over-the-counter drugs which are stocked.

All products should be stored at appropriate temperature guidelines as listed on packaging material. Temperatures of refrigerators and freezers where prescription drugs are stored should be checked at a minimum of daily to ensure proper temperature is maintained. A log should be maintained showing daily temperature checks. The temperature log should be maintained for 3 years and kept available for inspections.

Veterinary prescription drugs returned to a VRF from a client must be treated as damaged or outdated drugs. Returned drugs may not be returned to stock or dispensed, distributed, or resold.

Each Veterinary prescription drug will have an expiration or beyond-use date listed on the container. No prescription drugs should be dispensed after the expiration date is passed. Each month the VDT should examine their prescription drug inventory to identify products that are expired. All expired products must be kept in an area separate from the prescription area until such times as they are returned or destroyed.

Common Household Measures

Household Measure	Approximate Equivalent	Apothecary Equivalent	Other Equivalent
one-half teaspoonful	**2.5 mls**		
one teaspoonful	**5 mls**	**1 fluid dram**	
two teaspoonsful	10 mls	2 fluid drams	
three teaspoonfuls	15 mls		one tablespoonful or one-half ounce
two tablespoonsful	**30 mls**	**1 fluid ounce**	one ounce

Note that in practice you may have to refer to the product on a pint bottle for example to determine whether the manufacturer used 480 mls or 473 mls.

Conversion Equivalents of Weights

MEASURE Apothecary or Avoirdupois	Approximate METRIC Equivalent	EXACT METRIC EQUIVALENT
i grain (gr)	60 mg or 65 mg	64.8 mg
ss grain (gr)	30 mg	32.4 mg
1/60 grain (gr)	1 mg	1.08 mg
1/100 grain	0.6 mg (600 mcg)	0.648 mg
1/150 grain	0.4 mg (400 mcg)	0.432 mg
1/200 grain	0.3 mg (300 mcg)	0.324 mg
1/400 grain	0.15 mg (150 mcg)	0.162 mg
1 avoir ounce (oz)	**30 grams**	28.35 gm
1 avoir pound (16 oz)		**454 grams**
2.2 avoir pounds	**1 Kg**	1000 grams

Conversion Equivalents of Volume

Apothecary Measure	Approximate METRIC Equivalent	EXACT METRIC EQUIVALENT
1 fluid ounce	**30 ml**	29.57 ml
4 fluid ounces	120 ml	118.28 ml
8 fluid ounces	240 mls	236.56 ml
1 pint (16 fluid ounces)	**480 mls**	**473 mls**
1 quart (2 pints)	960 mls	946 mls
1 gallon (4 quarts)	3840 mls	**3785 mls**

COMMON MEDICAL ABBREVIATIONS REQUIRED

ABBREVIATION	INTERPRETATION	ABBREVIATION	INTERPRETATION
ROUTE:		***FREQUENCY:***	
IM	intramuscular	a.c.	Before meals
IV	intravenous	p.c.	After meals
IVPB	intravenous piggyback	ad.lib.	As desired, freely
SC	subcutaneous	p.r.n.	As necessary, when required, as needed
SL	sublingual, under the tongue	h.s.^	At the hour of sleep, at bedtime
GT	gastrostomy tube	stat	immediately, at once
NG	nasogastric tube	q.d.**	Once a day, every day
p.o.	By mouth, orally	q.o.d.**	Every other day
PR or R	rectally	b.i.d.	Twice a day
O.D. ^	Right eye	t.i.d.	Three times a day
O.S.^	Left eye	q.i.d.	Four times a day
O.U. ^	Both eyes	h	hour
A.D.^	Right er	q.h.	Every hour
A.S.^	Left ear	q 4h	every four hours
A.U. ^	Both ears	q. 6h	every six hours
GENERAL:		***GENERAL:***	
a	before	p	after
c	with	s	without
q	every	aq	water

ABBREVIATION	INTERPRETATION	ABBREVIATION	INTERPRETATION
NPO	nothing by mouth	ss	one-half
gtt	drop	tab	tablet
cap	capsule	et	and
noct	night	aa	of each
ad	up to	BSA	body surface area
dil	dilute	disc. Or DC^	discontinue
disp	dispense	*div	divide
u.d.	As directed	fl	fluid
ung	ointment	g or Gm	gram
mcg	microgram	mEq	milliquivalent
mg/kg	milligram (of drug) per kilogram of body weight	mg/m	milligram (of drug) per square meter (of body surface area
ml	milliliter	oint.	Ointment
q.s.	A sufficient quantity	qsad	a sufficient quantity to make
Sig.	Write on label	tbsp	tablespoonful
tsp	teaspoonful	TPN	total parenteral nutrition

.

** on the JCAHO prohibited list

^ on the JCAHO suggested do NOT use list