

Request for Controlled Substance Signing Authority for Hospital Pharmacies

The person in charge of a hospital may authorize a pharmacist to sign purchase orders for, and/or receipt of, controlled substances (narcotics, controlled drugs and targeted substances) in accordance with the *Controlled Drugs and Substances Act* and regulations thereunder.

Complete this form to add or remove these signing privileges for a pharmacist at an accredited hospital pharmacy. The public register indicates when a pharmacist has been authorized to order/receive controlled substances at their workplace.

Workplace Information				
A	Today's Date:		Accreditation Number:	
	Owner/Corporation Name:			
	Hospital Site Name:			
	Address:	STREET ADDRESS	CITY	POSTAL CODE

Authority to Order/Receive Controlled Substances					
B	Pharmacist Name	OCP Number	ADD <i>Signing authority</i>	REMOVE <i>Signing authority</i>	Effective Date <i>DD-MMM-YYYY</i>
	1)		<input type="checkbox"/>	<input type="checkbox"/>	
	2)		<input type="checkbox"/>	<input type="checkbox"/>	
	3)		<input type="checkbox"/>	<input type="checkbox"/>	
	4)		<input type="checkbox"/>	<input type="checkbox"/>	
	5)		<input type="checkbox"/>	<input type="checkbox"/>	
	6)		<input type="checkbox"/>	<input type="checkbox"/>	
	7)		<input type="checkbox"/>	<input type="checkbox"/>	
	8)		<input type="checkbox"/>	<input type="checkbox"/>	

Hospital CEO Authorization			
C	I hereby authorize the addition and/or removal of controlled substances signing privileges for the pharmacist(s) listed above		
	Print Name	OCP Number <i>(if applicable)</i>	<div style="display: flex; justify-content: space-between;"> Hospital CEO Signature </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Role </div>

Submit completed form by email to pharmacyapplications@ocpinfo.com, or fax to 416-847-8399, or mail to the attention of Pharmacy Applications & Renewals at 483 Huron St, Toronto, ON M5R 2R4

Please check the College's Public Register at www.ocpinfo.com for all controlled substance signing updates.