



First Nations Health Authority  
Health through wellness

# Nurse Prescribing: Final Steps for RN/RPN Prescribing Pathway

## Completing the RN/RPN Prescribing Education Pathway:

The British Columbia Centre for Substance Use provides the educational pathway for nurse prescribing. The steps required to complete this pathway are as follows:

1. Complete the online POATSP for RN/RPN Prescribers.
2. Complete the relevant preceptorship workbook.
3. Attend and in person preceptorship & review workbook.
4. Complete the preceptorship evaluation.

**After The Education and Training Pathway are Complete the Following Steps are Required in Order to Become an Active Prescriber.**

### 1. Proof of Completion and Prescriber ID

Upon completion of your Preceptorship the BCCSU will provide you and the BC College of Nurses and Midwives (BCCNM) with a **Proof of Completion** letter. Following this the BCCNM will send a declaration form which you will need to complete in order to receive your **Prescriber ID**.


### 2. Application for an MSP Billing Number

An MSP Billing Number is required for an RN to order tests related to OAT care including lab work, X-rays, as well as to provide specialist referrals (If you already hold certified practice and have an MSP Billing Number this step is not needed).

The application for an MSP Billing Number can be found [here](#). You will use form # 2997.

**\*\*If you are an RPN please check the "RN" box at the top of the form\*\***

For more information please contact the Four Directions Team at [4directions@fnha.ca](mailto:4directions@fnha.ca)



#### 4. Ordering a Controlled Drugs and Substances Prescription Pad

The Controlled Prescription Program aims to reduce inappropriate prescribing of selected controlled drugs as well as to prevent prescription forgeries. Selected controlled drugs must be written on a duplicate prescription pad that has been specifically developed for this purpose. The BCCNM oversees the provision of duplicate controlled prescription pads to nurses who are practicing in B.C.

- ◆ To order controlled prescription pads you will need to log into your [BCCNM account](#)
- ◆ The following information will be needed when ordering: Phone number, pad address (worksites) and delivery address. It is important that the phone number and addresses match those in your BCCNM record.
- ◆ A confirmation email will be sent when your order is successfully submitted. If you do not receive a confirmation email you should contact BCCNM at [cpp@bccnm.ca](mailto:cpp@bccnm.ca) or toll-free 1-866-880-7101.

#### 5. Receiving Your Controlled Drugs and Substances Prescription Pad

- ◆ Prescription pad orders are processed on Tuesdays and are sent via Xpresspost by the Ministry's of Health's printer one week later. Please allow **three weeks** for order processing and delivery.
- ◆ Upon delivery, an MOA or other clinic staff may sign for the order as long as they are aware that the pad must be stored in a secure, locked area immediately upon arrival.
- ◆ Canada Post will attempt to deliver twice. If both attempts are unsuccessful the order will be forwarded to BCCNM who will contact the ordering nurse to arrange delivery.
- ◆ If pads are not delivered within three weeks of ordering you should contact BCCNM at [cpp@bccnm.ca](mailto:cpp@bccnm.ca) or toll-free at 1-866-880-7101.

#### Additional Resources:

Additional information and Frequently Asked Questions on the Controlled Drugs and Substances Prescription Pad Program can be found [here](#).

Questions related to ordering and receiving your prescription pads can be sent to [cpp@bccnm.ca](mailto:cpp@bccnm.ca) or toll free at 1-866-880-7101.

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