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Canadian Compounding Chemicals, Bases & Devices Description Standardization Implementation Guidelines

Release 1.1

Canadian Compounding Chemicals, Bases & Devices Description Standardization Implementation Guidelines

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Document Summary

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Document Change History

Date	Version	Changed by	Section and Reason for Change	Description
February 2017	1.1	GS1 Canada	Minor changes to content for clarity and branding	Revised document formatting

Contents

Executive Summary

As the healthcare pharmacy industry advances to improve its supply chain efficiencies and effectiveness, the community identified the short, extended and product descriptions as a key issue to resolve in order to continue streamlining product identification processes in the retail pharmacy, clinical operations and procurement cycle for healthcare and pharmacy providers.

The short product description and short forms of compounding chemicals, bases and devices are used by the retail pharmacist, clinical, financial and operational departments within their respective organizations for the purpose of maintaining accurate, complete, compliant and standardized data in their individual databases and systems.

A key requirement of the GS1 Canada and industry-led Canadian Pharmacy Compounding Chemicals, Bases & Devices Task Group is to help drive national adoption of consistent, global supply chain standards to enable electronic procurement, interoperability and traceability across the sector. This document aims to help enable all trading partners dealing with compounding chemicals to have a single, accurate and standardized way to provide different descriptions.

The efforts address the need to further support patient safety and improve the efficiencies of the procurement process. The use of standardized language and descriptors will improve communications between all parties.

The Pharmacy task group further identified a need for a centralized and standardized Short Form Reference Table to ensure that the entire compounding chemicals community adopt and maintain the same short forms in the Short Description Field in their clinical and non-clinical systems, such as the item master list.

The long-term objective is for standardized short product descriptions to be created at source by the supplier, with no modifications performed on the short product description as the product moves through the supply chain. This fundamental goal can be realized once supporting systems are aligned to accommodate the mandatory field length of the short description.

Mission

The mission of this document is to further develop and maintain Canadian compounding chemicals, bases and devices specific technical description standardization implementation guidelines. The guidelines relate to the requirements set by industry to ensure the highest level of patient safety and optimal supply chain efficiency.

Scope

In Scope

- Collect, define and evaluate compounding chemicals & devices short, extended and product descriptions requirements.
- Understand current and future compounding chemicals & devices business processes that would streamline the process of loading information into ECCnet Registry
- Examine the global recommendations on current product description standards and determine use of these standards, if applicable, as the basis for published healthcare standards in the future at both the local and global levels.
- Include a product description dictionary for short forms and sector expressions with definitions, if required.

Out of Scope

- Any non-product identification (i.e. medical devices, patients, locations etc.).
- Product channels associated with other sectors (i.e. general merchandise, grocery foodservice).
- Pharmaceutical Products Extended Product Description
- Any finished dosage forms (DIN, NPN etc.)

Key Requirement

The key requirement for this guideline, once successfully implemented by the Canadian compounding chemicals and devices task group, is to assist in the exchange of accurate, complete, compliant and standardized descriptions (short, extended and product descriptions) in the ECCnet Product Registry.

Existing descriptions must be cleansed by the appropriate authority in your organization that has the responsibility of data management. In addition, controlling access, defining clear roles and responsibilities, and assigning the required system rights is essential to the data cleansing process. That is, only designated individuals who are trained to follow established guidelines should be given system access rights.

By establishing the appropriate individuals who require access and clearly identifying their tasks, your organization will be able to appropriately designate the right resources to control the flow and quality of data entered in your system.

Note 1: Prior to any data being entered into a system, a sign-off policy should exist in order to thoroughly examine the criterion set to ensure data is clean prior to loading. This helps to prevent unnecessary additions/inaccuracies.

Creating Short Product Descriptions

Product descriptions should include:

- Uncomplicated, concise and accurate explanations;
- Proper use of branding, where applicable; and
- Short forms, where designated, along with other appropriate descriptors. (See Section 5.1)

Every effort should be made to ensure that the product description is understandable. As such, it is recommended that the number of short forms used in each short description be limited.

The field lengths for each type of description are:

Attribute Description Type	Maximum Length
Short Description	35 Characters
Product Description	80 Characters
Extended Description	178 Characters

Short Description

The structure of the short description is sequenced to be applied when creating compounding chemicals & devices descriptions.

The five positions are:

Position 1	Position 2	Position 3	Position 4	Position 5
Product type (noun) Not applicable to Chemicals and Bases				
	Product name (adjective/ product descriptor)			
		Common descriptive element/ vari-		

Position 1	Position 2	Position 3	Position 4	Position 5
		ant (size with UOM, side, brand name, hydration or concentration)		
			Secondary descriptive element/ variant (Colour, latex content, disposable/ reusable, sterile/ non-sterile, grade, micronization etc.)	
				Additional descriptive (alternative name, package type)

Examples of short descriptions:

- Example 1 Chemical (12) Diprop
- Example 2 Chemical (25) MedVisc
- Example 3 Base (35) PLO
- Example 4 Device (23) LL-D
- Example 5 Chemical & Base (9) Conc

Product Descriptions and General Business Rules/Guidelines

1. Each short description must provide adequate information for identification of a specific item.
2. Short forms are permitted in accordance with the approved compounding chemicals & devices short form table. The short form table will only carry the expression and the short form/acronym for both English and French. The need for a description or clarification may be provided for some expressions see appendix.
3. It is recommended that only one short form or acronym be identified per expression per language.

4. When an approved short form is used, its meaning should not be mistaken for another and the short form should be clearly explained.
5. Each expression is singular NOT plural
6. Mixed Case (Upper and Lower font case) is preferred
7. Slash "/" is permitted
8. Hyphens or dash "-" is permitted.
9. Note: Hyphen or Dash will not be used as a terminator or separator.
10. The plus "+" character is permitted with no spaces before or after.
11. The Number Sign "#" is permitted.
12. The following table identifies characters NOT PERMITTED in the data transmitted:

Character Type	Character
Apostrophe	'
Asterisk	*
At	@
Colon	:
Dollar	$
Curly Bracket Left	{
Curly Bracket Right	}
Equal	=
Exclamation	!
Insert or Caret	^
Parenthesis Left or Bracket Left	(
Parenthesis Right or Bracket Right	)
Question Mark	?
Quotes	"
Semi-colon	;
Square Bracket Left	[
Square Bracket Right	]
Straight Vertical Line	|
Tilde	~

Character Type	Character
Underscore	_

13. When numerics are used as descriptors and an EDI acceptable symbol is used, no space is permitted between the two values. When the symbol cannot be used, the short form is used with no space between the two values.
14. To respect the order of the short description definition, each description must contain a minimum of a product type. If a product name is available, use it. If not, the primary description would move to the next position to describe the item. This logic will apply throughout the five positions.

    For example, the following positions can be used: Position 12345; Positions 135; or Positions 1245.

15. No special characters are to be used to identify when a position has been left out.
16. Descriptions should only be displayed in a numeric structure order.
17. Ensure each space is counted as a character in the description (short or product or extended).
18. Where the temperature is required C or F will be used.
19. Size is preferred to be articulated in a metric measurement. Imperial measurements may be used.

    Note: The principal Canadian system of measure is metric.

    For example: TAPE SURGICAL 1.25cmX9.14m

    SCISSOR MAYO 170mm

Truncation is not a recommended practice. However it is acknowledged that some systems have limited field lengths and each organization may need to develop a transition plan to the global field length of 35 characters for the Product Description - Short. The solution providers will need to migrate to accommodate this global standard.

Product Description Levels and Specific Business Rules

Position 1

- Product type (noun).
- Definition: The noun describes the product type. Note: NOT applicable for Chemicals & Bases.

  Example – Luer Lock Double or LL-D.

  Solution or SOLN.

- Product type noun is mandatory.
- Chemical names start in position 2.

- It is strongly recommended that the product type noun is spelled out in full and not be abbreviated.
- The structure chosen must add clarity to the noun.
- The size is recommended to be articulated as a metric measurement, but may appear in imperial depending on type of product. Example SCISSOR 5IN, TAPE ADHESIVE 3INX18FT.

Position 2

- Product name (adjective/product descriptor).
- Definition: The adjective or product descriptor qualifies the product name. Example – Isopropyl Alcohol USP Alcohol 99%
- Product name adjective is Mandatory for Compounding Chemicals & Bases
- Product name adjective for devices optional and used only when needed.
- It is strongly recommended to be spelled out in full.
- When numerics are used as descriptors and an EDI-acceptable symbol is used, no spaces are permitted between the two values. When the symbol cannot be used, the short form is used with no spaces between the two values.
- The structure chosen must add clarity to the noun.

Position 3

- Primary descriptive element/variant.
- Definition: The elements or variants support and explain additional details of the product type and product name. Example – >98%
- When a value is included, a unit of measure is mandatory.
- When a value is included, there should be no spaces between the numeric and UOM.
- When no package size or quantity is included, it is understood the item is a single unit.
- The Brand Name is optional in position three.

Position 4

- Secondary descriptive element /variant.
- Definition: The secondary descriptive is an extension of the primary descriptive element or variant. Example – Micro USP.
- When a value is included, a unit of measure is mandatory.
- When a value is included, there should be no spaces between the numeric and UOM.
- When no package size or quantity is included, it is understood the item is a single unit.

Position 5

- Additional descriptive.
- Definition: The last additional descriptive allows for further identification of the product. Example – PLASTIC, GLASS, RECTANGULAR, WIDE MOUTH or Dehydroepiandrosterone ALTERNATIVE is DHEA
- Package type can be the material (i.e. glass, plastic, etc.) or form (i.e. bag, peel pack, etc.) that is used to contain the product.
- An alternative descriptor or name.

Product Description – Short (35 Characters)

Short descriptions are structured, abbreviated, and readable descriptions of a raw chemical, base or device. They may be used by hospital providers or retail pharmacies to create shelf tags that enable healthcare, pharmacy staff to identify the appropriate product for procurement or clinical procedures.

No quantity values with units of measure will be included in any short descriptions.

Due to the nature of product names and the 35 character limit of short descriptions, it may not always be possible to include size and unit of measure (UOM) in a short product description. When this is the case, trading partners should gather size and UOM information from extended descriptions or other attributes fields, if required.

When the creation of a description is limited by the number of characters, organizations may consider the use of short forms (see Appendix A: Short Form Table).

Product Description – (80 & 178 Characters)

The long, or extended, product description is a structured and may be abbreviated description of a trade item or service in positions 3, 4 and 5 ONLY when necessary.

Special Character Sets

Trading partners and third-party stakeholders across the supply chain have a variety of legacy systems that come with varying capabilities.

When considering the use of trademarks, or other symbols and graphics, it has been agreed-upon by industry to eliminate the use of these types of symbols.

NOTE: EDI standards do not allow for the transmission of many Characters for details in this document

See section Product Descriptions and General Business Rules / Guidelines Point # 12 - Characters NOT PERMITTED

Avoiding Duplication or Blanks

In some cases, product information used for its description may be the same (e.g. the brand and sub-brand are identical). In this case, it is recommended that product attributes are not repeated.

It is also recommended that neither blank characters nor defaults are added. That is, when there are no variants, characters should move to the next field.

NOTE: No information should be repeated if it is already contained earlier in the description.

Consistency

Consistency is a critical component to the description(s) building process for standardizing product information. Using the same information between similar products or product channels enables users to quickly and easily identify a product or trade item. Consistency also prevents the risk of ambiguity, leading to issues like duplicate product ordering.

When a product's catalogue number is verified with its description, benefits can include:

- Improved order processing;
- Reduced time required for picking product to replenish a cart;
- Reduced costs throughout the supply chain;
- Reduced time and resources required to return product;
- Easier communication between hospitals and retailers when speaking one-on-one in an urgent situation (i.e. trauma);
- No misinterpretation of the data as data synchronization improves systems communication;
- Easier search capability for product information when recalls occur; and
- Improved patient safety.

Inconsistencies can lead to:

- Incorrect ordering;
- Pick errors;
- Incorrect shipment of goods;
- Out-of-stocks when a critical item is needed;
- Compromised patient safety;
- Increased time spent on data cleansing and inventory management; and
- Restocking fees when returning product.

To build consistent product descriptions, follow these guidelines:

- Always use the same attribute value for products in the same category – that is, do not describe the same thing in a different way.
- Align all systems that hold descriptions (or systems through which information passes) to ensure that the description remains the same and is not edited or converted due to system constraints.
- Ensure all points of contact in the product description process take into account the rules and best practices outlined in this document. Managing the product description process internally ensures that it is efficient and streamlined.

Training

To ensure that established protocols remain intact, establishing mandatory training programs for new materials and training users on the guidelines and policies will benefit the integrity of data throughout your system and will result in enhanced ordering and distribution efficiencies reduced errors that increase work efforts, decreased product returns, and unnecessarily high inventory levels.

Overall, effective protocols will ensure that the right product is available in the right quantity at the right cost at the right time and in the right place – the 5 rights.

Maintenance

The following working sheet contains the data you need to submit in the online Standards Requirement Request System.

Standards Requirement Request Form

Healthcare Pharmacy-Compounding Chemicals, Bases and Devices Description Standardization Requisition
A – SUBMITTER Submission Date: _____ Submitter Name: _____ Representing Company: _____ Title: _____ Address: _____ Phone: (____) - _____ E-mail: _____
Industry Sector – Pharmacy, Compounding Ingredients, Other
Industry Type: Provider, Supplier/Manufacturer, Retailer/Distributor, Broker, Other.
B – PROPOSED ACTION List specific addition(s) or change(s) required, if known, to be included in the implementation guidelines that satisfy the business need. (If necessary, attach additional documentation.)
C – EXPECTED BENEFITS, OPPORTUNITIES FOR EARLY ADOPTION Explain what business benefits or opportunities may be realized by this request and list those organizations, apart from the submitters, who will benefit from the resulting solution. If necessary, attach additional documentation.
D – BUSINESS FUNCTION/PURPOSE Explain, in detail, the business function, operation or problem that will be satisfied by the request. (I.e. what is the request accomplishing from a business or carrier performance perspective?) Use additional pages, if necessary.
E – RAMIFICATIONS Identify the specific information to be added. If a change is being requested, ensure details are provided to support why the change is necessary. Guideline Title: _____ Section Number: _____ Section Name: _____ Appendix: Short Form: Yes _____ No _____
Signature
Date

On behalf of the company or industry group identified above, the submitter warrants that he/she has the right to submit the above material for changes to editing, or development of new, standards. By submitting the material above, you warrant that either the material is not copyrighted or that the owner of any copyrighted material hereby gives a royalty-free licence to GS1 to use the submitted material in a GS1 standard.

GS1 standards are open and available for use. Our standards are copyrighted to prevent misuse of the standard. GS1 will freely grant any legitimate request for use of its standards.

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To submit a Standards Requirements Request to GS1 Canada for industry review, the following is required:

- Submitting organization must be a GS1 Canada subscriber in good standing.
- This form is to be used as a worksheet to collect and record information.
- Final Change Request must be completed in full and submitted online at:

  http://www.gs1ca.org/page.asp?LSM=1&intNodeID=944&intPageID=733

Appendix A: Description Abbreviations

Compounding Chemicals & Devices (CC&D) Subset-Description Abbreviations March 2015						
#	Abbreviation	Description en	Description fr	Chemical	Bases	Devices
1	Aceta	Acetate	acétate	X		
2	Aceto	Acetonide	acétonide	X		
3	AM	Amber	ambré			X
4	ACS	American Chemical Society	Société américaine de chimie	X		
5	Aminohex	Aminohexanoic	aminohexanoïque	X		
6	Anhy	Anhydrous	anhydre	X		
7	App	Applicators	applicateurs			X
8	ChemPur	Chemically Pure	chimiquement pur	X		
9	Conc	Concentrate	concentré			
10	Diba	Dibasic	dibasique	X		
11	Dihy	Dihydrate	dihydrate	X		
12	Diprop	Dipropionate	dipropionate	X		
13	DISP	Disposable	jetable			X
14	Dodecahy	Dodecahydrate	dodécahydratée	X		
15	D&C	Drug & Cosmetics	Médicaments et cosmétiques	X		
16	FCC	Food Chemicals Codex	Recueil des produits chimiques alimentaires	X		
17	FD&C	Food Drug & Cosmetics	Aliments, médicaments et cosmétiques	X		
18	Heptahy	Heptahydrate	heptahydrate	X		
19	HiPur	High Purity	Haute pureté	X		

Compounding Chemicals & Devices (CC&D) Subset-Description Abbreviations March 2015						
#	Abbreviation	Description en	Description fr	Chemical	Bases	Devices
20	HighVisc	High Viscosity	haute viscosité	X		
21	HBr	Hydrobromide	bromhydrate	X		
22	HCl	Hydrochloride	chlorhydrate	X		
23	LL	Luer Lock	Luer Lock	X		X
24	LL-D	Luer Lock Double	Luer Lock Double			X
25	LS	Luer Slip	Luer Slip			X
26	MedVisc	Medium Viscosity	moyenne viscosité	X		
27	Microcryst	Microcrystalline	microcristalline	X		
28	Micro	Micronized	micronisée	X		
29	Monoba	Monobasic	monobasique	X		
30	Monohy	Monohydrate	monohydrate	X		
31	NF	National Formulary	Formulaire national	X		
32	Nat	Natural	naturel	X		
33	N/Sterile	Non-Sterile	Non stérile	X		X
34	#	Number	numéro	X		
35	phosph	phosphate	phosphate	X		
36	PLO	Pluronic Lecithin Organogel	Organogel Pluronique de léc			
37	KCl	Potassium Chloride	chlorure de potassium	X		
38	Precip	Precipitated	précipité	X		
39	Resis	Resistant	résistant			X
40	SOL	Solution	solution	X		

Compounding Chemicals & Devices (CC&D) Subset-Description Abbreviations March 2015						
#	Abbreviation	Description en	Description fr	Chemical	Bases	Devices
41	SF	Sugar Free	sans sucre		X	
42	Tech	Technical	technique	X		
43	Tetrahy	Tetrahydrate	tétrahydraté	X		
44	Triba	Tribasic	tribasique	X		
45	USP	United States Pharmacopeia	Pharmacopée des États-Unis	X		
46	Hexahy	Hexahydrate	hexahydrate	X		
47	VAC	Vacuum	sous vide			X
48	UV	Ultra Violet	ultraviolet			X

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