

Poisons Act 1971

Self-Inspection Check List

Community Pharmacy

Date: / /

Pharmacy Name:

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Pharmacist completing checklist:

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<u>Schedule 8 substances storage and control</u>	Y	N	N/A	Legislation
All Overnight Safes used for storage of Schedule 8 substances have been approved by the Department of Health				R.29
<ul style="list-style-type: none"> Overnight Safe(s) used for storage of Schedule 8 substances are an approved floor safe weighing a minimum of 500kg and are bolted and glued to a concrete floor 				R.29
<ul style="list-style-type: none"> Overnight Safe(s) used for storage of Schedule 8 substances are an approved in-floor safe 				R.29
Overnight Safe(s) are locked when not being accessed by a pharmacist				R.29(b)
Overnight Safe key(s) or code(s) are only under the control of a pharmacist				R.29(b)
Day Safe(s) are locked when not being accessed by a pharmacist				R.29(b)
Day Safe key(s) or code(s) are only under the control of a pharmacist				R.29(b)

<u>Schedule 8 substances storage and control</u>	Y	N	N/A	Legislation
All Schedule 8 stock is stored in approved enclosure(s) when not under direct personal possession of a pharmacist including:				R.29
<ul style="list-style-type: none"> • Dispensed narcotic substances awaiting collection 				R.29
<ul style="list-style-type: none"> • Narcotic substances awaiting packing into a DAA 				R.29
<ul style="list-style-type: none"> • Prepared DAAs containing narcotic substances awaiting collection 				R.29
<ul style="list-style-type: none"> • Narcotic substances dispensed for future Staged Supply 				R.29
<ul style="list-style-type: none"> • Prepared Staged Supply narcotic substances awaiting collection 				R.29
<ul style="list-style-type: none"> • OPP narcotic substances awaiting dosing or collection 				R.29
All Schedule 8 stock can fit in approved Overnight Safe(s), excluding Day Safe(s)				R.29

<u>Schedule 8 substances register</u>	Y	N	N/A	Legislation
All entries in register(s) are made only in ink				R.18(6)
Electronic narcotic substances register is in use				R.18
<ul style="list-style-type: none"> • Electronic narcotic substances register is approved for use in Tasmania 				R.18
<ul style="list-style-type: none"> • Balance declaration is enabled in electronic narcotic substances register 				R.18
Each narcotic substance balance does not appear in more than one register				R.18
All corrections in register(s) are compliant				R.18(7)
All narcotic movements are recorded in register(s) within 48 hours of movement occurring				R.18(9)
Narcotic balances checked and correct				R.18

<u>Prescription records</u>	Y	N	N/A	Legislation
All Schedule 8 prescriptions cancelled at last supply				R.27
All Schedule 4 prescriptions cancelled at last supply				R.51
Prescription intervals endorsed on all Schedule 4D and Schedule 8 prescriptions				R.27 & 51
Contemporaneous records are retained demonstrating authorisation, prior to the supply occurring, of all emergency supplies made under Regulations 23, 47, and 54				R.23, 47, & 54
All virtual pill count balances are positive if using a virtual pill count system				R.27 & 51

<u>S4 and S3 storage</u>	Y	N	N/A	Legislation
S4 and S3 medications are stored in the dispensary or storeroom and not accessible by the public				R.43

<u>S2 storage</u>	Y	N	N/A	Legislation
S2 medication is stored behind a counter; or on a shelf affixed to the dispensary; or within 4 meters of the dispensary and in a direct line of sight				R.43

<u>Dispensing labels</u>	Y	N	N/A	Legislation
Dispensing labels meet the requirements of Appendix L of the SUSMP				R.114

