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| Department of HealthPharmaceutical services branchGPO Box 125, HOBART TAS 7001Phone: (03) 6166 0400Facsimile: (03) 6173 0820Email: pharmserv@health.tas.gov.auWeb: www.health.tas.gov.au | Tasmanian Government logo  |
|  |
| Poisons Act 1971Self-Inspection Check ListCommunity Pharmacy  |

Date:       /       /

Pharmacy Name:

Pharmacist completing checklist:

| **Schedule 8 substances storage and control** | **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 |
| * 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 |
| * 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) |

| **Schedule 8 substances storage and control** | **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 |
| * Dispensed narcotic substances awaiting collection
 | [ ]  | [ ]  | [ ]  | R.29 |
| * Narcotic substances awaiting packing into a DAA
 | [ ]  | [ ]  | [ ]  | R.29 |
| * Prepared DAAs containing narcotic substances awaiting collection
 | [ ]  | [ ]  | [ ]  | R.29 |
| * Narcotic substances dispensed for future Staged Supply
 | [ ]  | [ ]  | [ ]  | R.29 |
| * Prepared Staged Supply narcotic substances awaiting collection
 | [ ]  | [ ]  | [ ]  | R.29 |
| * 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 |

| **Schedule 8 substances register** | **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 |
| * Electronic narcotic substances register is approved for use in Tasmania
 | [ ]  | [ ]  |  | R.18 |
| * Balance declaration is enabled in electronic narcotic substances register
 | [ ]  | [ ]  |  | R.18 |
| Each narcotic substance balance does not appear inmore 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 |

| **Prescription records** | **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 avirtual pill count system | [ ]  | [ ]  | [ ]  | R.27 & 51 |

| **S4 and S3 storage** | **Y** | **N** | **N/A** | **Legislation** |
| --- | --- | --- | --- | --- |
| S4 and S3 medications are stored in the dispensary or storeroom and not accessible by the public | [ ]  | [ ]  |  | R.43 |

| **S2 storage** | **Y** | **N** | **N/A** | **Legislation** |
| --- | --- | --- | --- | --- |
| S2 medication is stored behind a counter; oron a shelf affixed to the dispensary; orwithin 4 meters of the dispensary and in a direct line of sight | [ ]  | [ ]  |  | R.43 |

| **Dispensing labels** | **Y** | **N** | **N/A** | **Legislation** |
| --- | --- | --- | --- | --- |
| Dispensing labels meet the requirements ofAppendix L of the SUSMP | [ ]  | [ ]  |  | R.114 |

**Narcotic balance reconciliation**

| Drug details | Current register balance | Actual safe count | Discrepancy |
| --- | --- | --- | --- |
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