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| --- | --- |
| Department of Health  Pharmaceutical services branch  GPO Box 125, HOBART TAS 7001 Phone: (03) 6166 0400  Facsimile: (03) 6173 0820  Email: pharmserv@health.tas.gov.au  Web: www.health.tas.gov.au | Tasmanian Government logo |
|  | |
| Poisons Act 1971  Self-Inspection Check List  Community 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 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 |

| **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 a  virtual 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; or  on a shelf affixed to the dispensary; or  within 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 of  Appendix L of the SUSMP |  |  |  | R.114 |

**Narcotic balance reconciliation**

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