

Pharmacy operations Checklist

Health Services

ADDITIONAL

Are Extemporaneous Medicinal Products given?

Yes

No

Is the pharmacy situated under Residential Care Setting?

Yes

No

Was Veterinary Medicinal Products available and prescriptions provided for the same?

Yes

No

Was medicinal product waste bin kept at separate area?

Yes

No

Is authorised waste management company present to collect waste collections?

Yes

No

Does methylated spirits register and license kept at proper area?

Yes

No

Does poison at an appropriate designated area?

Yes

No

Was shredder available for keeping confidential paper waste?

Yes

No

Is electronic and manual records updated in Data Protection Commissioner?

Yes

No

Is staff's confidentiality policy kept at secured area?

Yes

No

Additional Comments

textarea

CONTROLLED DRUGS CHECK

Was Controlled Drugs register available?

Yes

No

Is there any record of routine review and checking stock balances done by the pharmacist?

Yes

No

Are past 2 years review of all CD registers present?

Yes

No

Is there any record of removing/ destroying active balance of controlled drugs?

Yes

No

Do the quantities of CDs recorded in the register match the quantities located in the CD safe?

Yes

No

Is dispensary replaced by lockable safe for the storage of medicines?

Yes

No

Is the CD safe secured as per regulations?

Yes

No

Is the Gardai CD safe certificate available for review at the pharmacy?

Yes

No

Is the CD safe not overloaded of all schedule 2 and 3 controlled drugs?

Yes

No

Are all schedule 2 and 3 controlled drugs stored in the CD safe? Is the CD safe reserved solely for the storage of medicines?

Yes

No

Were controlled drugs from patient/expired labelled in a designated part of the CD safe?

Yes

No

EXTERIOR/INTERIOR

Is the premises independent?

Yes

No

Is the external and the internal premises well maintained?

Yes

No

Are all storage areas well maintained?

Yes

No

Are the entrance area kept well, clear and accessible?

Yes

No

Did you find the trading name of the pharmacy clearly visible?

Yes

No

Is the dispensary area have proper signage?

Yes

No

Is a dispensing bench spacious and well maintained?

Yes

No

Is the dedicated dispensary sink have access to hot and cold (potable) water?

Yes

No

Does the medicines counter accepts only medicinal products?

Yes

No

Is waiting area available for patients?

Yes

No

Is the private patient consultation area situated at an accessible area?

Yes

No

Does the patient consultation area comply with the PSI's Guidelines on Patient Consultation Areas, in terms of size, wheelchair accessibility, signage, provision of a table/ worktop & three chairs?

Yes

No

Does the pharmacy follow PSI's Guidelines in case of seasonal influenza vaccination?

Yes

No

Is there any staff toilet and staff break area with proper facilities?

Yes

No

Are medicines or records submitted to the PSI?

Yes

No

Does the pharmacy have proper housekeeping facilities?

Yes

No

MEDICINAL PRODUCTS CHECK

Did the dispensary store medicine including veterinary as prescribed?

Yes

No

Did the dispensary store codeine containing non-prescription medicines and other schedule 5 controlled drugs ?

Yes

No

Are medicines stored behind the medicine counters?

Yes

No

Are the non-prescription stored under the control of the pharmacist?

Yes

No

Was pharmaceutical grade fridge available at the pharmacy?

Yes

No

Is there separate fridge for food stuffs and is it well maintained?

Yes

No

Are the medicines kept properly in the fridge?

Yes

No

Is the fridge overloaded?

Yes

No

Is annual servicing done?

Yes

No

Do the staff follow the PSI Guidelines on the Sourcing, Storage and Disposal of Medicinal Products within a Retail Pharmacy Business for monitoring the temperature of the fridge?

Yes

No

Were the details of the medicines updated on a regular basis?

Yes

No

In case of exceptional situation were the medicines removed?

Yes

No

OVERALL CHECKS

Is the prescription register/ daily dispensing report printed regularly? (within 24 hours)?

Yes

No

Does the pharmacist sign the prescription register/ daily dispensing report?

Yes

No

Is the prescription register/ daily dispensing report updated in the correct format?

Yes

No

Is the reason for the emergency supply recorded?

Yes

No

Is review for last 2 years done for the prescription register/ daily dispensing reports?

Yes

No

Is two years prescriptions available for review?

Yes

No

PRESCRIPTIONS CHECK

Are the review original prescriptions present?

☐ Yes☐ No

Are they updated and valid (dispensed within 14 days of the date on the prescription and not dispensed prior to the date on the prescription)?

☐ Yes☐ No

Are they valid and updated (dispensed within 6 months of the date on the prescription)?

☐ Yes☐ No

Are handwriting requirements for controlled drugs proper?

☐ Yes☐ No

Do the prescription register have correct documents?

☐ Yes☐ No

Do CD register (CD2 only) and prescription register have proper documents?

☐ Yes☐ No

Is the date of dispensing and the word 'dispensed' / quantity dispensed?

☐ Yes☐ No

REGISTER CHECK

Is duty register of the current year available at the pharmacy?

☐ Yes☐ No

Is pharmacist allocated to keep a record of every details of the pharmacy?

Is the duty log updated properly?

Do the pharmacists mention the entry, exit time of the entry book on a regular basis?

Is the work time of pharmacist proper?

Is proper checking of the duty register done?

REGISTRATION CERTIFICATES CHECK

Did the pharmacy properly display current certificate of registration?

Did the pharmacy properly display current certificate of the supervising pharmacist?

RULES

Do the Superintendent and Supervising Pharmacist check all policies and procedures before approving?

Is there an implementation date for all procedures?

Yes

No

Is there a review date for all procedures and is documentation relating to previous reviews available?

Yes

No

Do the institution have all staff's dated policy and procedure training record with them?

Yes

No