Queensland Health

Pharmacy Inquiry Response Program

Community pharmacy compliance survey – Self-assessment checklist

This self-assessment aims to support the identification of best practice, prepare for the compliance survey (physical site visit) and facilitate the transition to the proposed incoming medicines regulation. Please complete the checklist and return it to Pharmacy Inquiry Response Program via email or post—email and postal address are provided at the end of this checklist.

Pharmacy details

Pharmacy name	
Address	
Phone number	
Contact email	
Pharmacy website	
Opening hours	
Preferred contact	☐ Email address ☐ Postal address

Self-Assessment	Yes	No
1. Does your pharmacy enter Controlled Drugs (CD) (S8) transactions into the CD record on the same day they are dispensed?	☐	☐
2. Does your pharmacy complete regular stock checks of the CD safe?	☐	☐
3. Is a CD stock check completed if a pharmacist takes over the dispensary for seven days or more?	☐	☐
4. Does your pharmacy have a documented process for reporting an unaccountable CD loss (i.e. an irreconcilable CD discrepancy)?	☐	☐
5. Does your pharmacy have a documented process for the destruction of patient returned or expired CDs?	☐	☐
6. Are all transactions documented in the CD record in accordance with current legislation?	☐	☐

Self-Assessment	Yes	No
7. Does your pharmacy have a documented process for when CD orders are not received in full (i.e. back order or discrepancy with quantity received)?	☐	☐
8. Does your pharmacy have a documented process for storing completed paper-based CD records or a back-up process for storage of electronic CD records?	☐	☐
9. Are all CDs stored in accordance with current legislation?	☐	☐
10. Are all Restricted Drugs (S4) stored in accordance with current legislation?	☐	☐
11. Are all other scheduled medicines and poisons stored in accordance with current legislation?	☐	☐
12. Does your pharmacy have a documented process for ordering and receiving CDs?	☐	☐
13. Does your pharmacy provide a simple compounding service as defined by the Pharmacy Board of Australia (PBA)? If yes,	☐	☐
a. Do you record the ingredients, batch number, expiry date, compounding process and label of final product on a compounding sheet (or equivalent)?	☐	☐
b. Do you compound products that are commercially available?	☐	☐
14. Does your pharmacy provide a sterile compounding service as defined by the PBA? If yes,	☐	☐
a. Is your equipment maintained regularly in accordance with current legislation?	☐	☐
b. Does your pharmacy have a standard operating procedure in accordance with current legislation?	☐	☐
15. Does your pharmacy utilise a barcode scanner when dispensing?	☐	☐
16. Does your pharmacy report the sale of pseudoephedrine using an approved program?	☐	☐
17. Does your pharmacy provide a vaccination service? If yes,	☐	☐
a. Is there an appropriate infection control management plan as required under the Queensland Pharmacist Vaccination Standard?	☐	☐
b. Does your pharmacy have process to ensure Pharmacists authorised to administer vaccinations maintain recency of practice?	☐	☐
18. Does your pharmacy provide an opioid treatment program?	☐	☐
19. Does your pharmacy have a documented process for dispensing medications or adopted an approved standard (i.e. Pharmacy Board of Australia)?	☐	☐
20. Does your pharmacy have a documented process for training new pharmacists?	☐	☐
21. Does your pharmacy provide ongoing professional development opportunities?	☐	☐
22. Does your pharmacy have current accreditation (i.e. QCPP)?	☐	☐

What quality health programs and services does your pharmacy offer?

Please select from the list below.			
Opioid Treatment Program	☐	Medicine Adherence Programs	☐
Needle and Syringe Program	☐	Dose Administration Aids	☐
Smoking Cessation Service	☐	In-pharmacy Medicine Review	☐
Medication Management Programs	☐	Absence from Work Certificates	☐
Home Medication Reviews	☐	Vaccination Services	☐
Services to Residential Care Facilities	☐	Disease State Management Service	☐
Other:			

For your information
The Health (Drugs and Poisons) Regulation 1996 will be repealed and replaced with *Medicines and Poisons Act 2019* and regulations. The proposed legislation will have a number of departmental standards regarding regulated activities. It is expected that one of these standards will require a community pharmacy to develop a substance management plan for regulated substances (medicines). The following information may include: • packaging, labelling, handling, storage, security, custody and transportation requirements of regulated substances; • competency, training and supervision requirements of staff; and • maintenance and reconciliation processes for purchasing regulated substances and the disposal mechanisms of the substances.

Self-assessment completed by:	
Date self-assessment completed:	

Please return this self-assessment to the Pharmacy inquiry response program in readiness for your site visit:

- By mail to GPO Box 48, Brisbane Qld 4000 or by email to PIRP.Survey@health.qld.gov.au