



ACT Health

Community Pharmacy Premises Inspection Form

Health Protection Service

25 Mulley Street Holder ACT 2611

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Premises Details	
Trading Name:	Date: / / Start Time: am/pm
Premises Address:	File No:
Proprietor/Licensee:	
Licence/Registration Number:	Licence/Registration Expiry Date:
Inspection conducted with:	
Position: Proprietor <input type="checkbox"/> Manager <input type="checkbox"/> Person in Charge <input type="checkbox"/> Other <input type="checkbox"/> :	
Inspection Type: Scheduled <input type="checkbox"/> Follow Up <input type="checkbox"/> Complaint <input type="checkbox"/> New Licence/Registration <input type="checkbox"/> Refurbishment <input type="checkbox"/> Other <input type="checkbox"/>	

The following items are used to determine the compliance with the *Public Health Act 1997* and the *Medicines, Poisons and Therapeutic Goods Act 2008*.

✓ – Compliant L – Low Risk Non-compliance (NC) M – Medium Risk NC H – High Risk NC E – Extreme Risk NC N/A - Not Applicable

Pharmacy Premises	
1	Enclosed area with direct public access
2	Dispensary size is at least eight square metres
3	Adequate free working space in dispensary
4	Pharmacy appropriately ventilated and hygienic
5	Adequate lighting
6	Pharmacist able to supervise shop adequately
7	Appropriate equipment for extemporaneous preparation
8	Appropriate counselling facilities
9	Dedicated fax for urgent communications
Conduct of Business	
10	Pharmacy constantly under the control of pharmacist while open for business
11	Prominent display of all practising pharmacists
12	Prominent display of Pharmacist-In-Charge
Legislation and Reference Works	
13	Current version of the APF
	Current version of the AMH
	Current version of the TG or e-TG
	Current version of AMH Children's Companion
	Current version of PI or CMI
	Current version of a drug interaction reference
14	Current Version of Don't Rush to Crush Handbook
	Current version of a complementary/alternate medicine reference
	Current version of a scheduling guide
	Access to legislation controlling pharmacy practice
Storage of Scheduled Medicines	
15	Appropriately stores 'Pharmacy Only' medicines
16	Appropriately stores 'Pharmacist Only' medicines
17	Appropriately stores 'Prescription Only' medicines

Storage of Controlled Medicines	
18	Appropriately stores controlled medicines
19	Compliant controlled medicine storage receptacle
20	Storage receptacle locked on inspection
21	Storage receptacle key/combination appropriately controlled
22	Controlled medicine register stored on premises
23	Controlled medicine register entries up-to-date
24	Controlled medicine balances correct (see attached Controlled Medicines Report)
Storage of Medicines requiring Refrigeration	
25	Dedicated refrigerator for storing cold chain medicines
26	Appropriate monitoring of temperature
Dispensing of Medicines	
27	Appropriate labelling of prescription medicines
28	Appropriate recording of dispensed medicines
29	Telephone/Faxed prescription followed up adequately
30	Emergency prescriptions recorded appropriately
31	Dispensed prescriptions appropriately endorsed
32	Appropriately stores dispensed prescriptions in premises
Vaccination Standards(if applicable)	
33	Pharmacist(s) undergone accredited training course
34	Pharmacist(s) hold ASCIA(1 yr) CPR(1 yr) First Aid(3 yr) Cert
35	Adequate vaccine storage and temperature monitoring
36	Designated professional services area and waste disposal
37	In date and complete anaphylaxis response kit
38	An emergency response protocol on display
39	Adequate hand washing or hand sanitisation facilities
40	Adequate patient monitoring area
41	Adequate record keeping
Compliance with Special Conditions	
42	Appropriately complies with special conditions

Risk Level	Score for Each Risk Level	Total Number of Non-Compliance	Total Score for Each Risk Level
Low Risk	1		
Medium Risk	2		
High Risk	6		
Extreme Risk	18		
Total Non-compliance Score for the Pharmacy			

If Total Non-compliance Score for pharmacy is ≤ 5 the pharmacy will be considered compliant or compliant with minor issues.

If Total Non-compliance Score for pharmacy is between 6 and 17 the pharmacy will be considered non – compliant

If Total Non-compliance Score for pharmacy is ≥ 18 the pharmacy will be considered critically non- compliant.

Overall Inspection Result: <input type="checkbox"/> Compliant <input type="checkbox"/> Non Compliant <input type="checkbox"/> Critically Non Compliant			Follow Up Date:/...../.....
Inspector's Name:		Inspector's Signature:	Finish Time: am/pm
Received By:		Signature:	Date & Time:

NOTE: Failure to attend to the items in this report within the times specified may render you liable to legal action under the *Public Health Act 1997* and the *Medicines, Poisons and Therapeutic Goods Act 2008*.