

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*.

✓ - Satisfactory ✗ - Unsatisfactory C - Critically Unsatisfactory 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	Prominent display of all practising pharmacists
11	Prominent display of Pharmacist-In-Charge
Legislation and Reference Works	
12	Current version of the APF
13	Current version of the AMH
14	Current version of the TG or e-TG
15	Current version of PI or CMI
16	Current version of a drug interaction reference
17	Current version of AMH Children's Companion
18	Current version of a complementary/alternate medicine reference
19	The Australian Don't Rush to Crush Handbook
20	Current version of a scheduling guide
21	Access to legislation controlling pharmacy practice
Storage of Scheduled Medicines	
22	Appropriately stores 'Pharmacy Only' medicines
23	Appropriately stores 'Pharmacist Only' medicines
24	Appropriately stores 'Prescription Only' medicines

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

Item Nos.	Items Requiring Action	Due Date

Inspection Result: Compliant Non Compliant Critically Non Compliant Follow Up Date:/...../.....

Inspector's Name:	Inspector's Signature:	Finish Time: am/pm
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Received By:	Signature:	Date & Time:
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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*.