

SUGGESTED AUDIT AREAS

The following areas are not exhaustive and should not be considered prescriptive. A Schedule 3 audit example is provided that may assist proprietors to create and maintain a monthly documentation, where different areas are checked for compliance.

SCHEDULE 3 EXAMPLE

- Storage – are S3 medicines stored according to Regulation
- Labelling – are all S3 medicines labelled with Pharmacy name and contact details
- Pseudoephedrine – are all supplies recorded in **Project Stop**
- Procedures for supply – Is there a written procedure for supply of S3 medicines and are all staff aware of the procedure
- High-risk S3 medicines – Is there a list of S3 medicines that may be misused/abused (e.g. Rikodeine, Restavit)
- Raise staff awareness on high-risk medicines, and check received orders against sales

SCHEDULE 4

- S4D balance check and report any loss to [MOH](#)
- S4B prescriptions comply with legal requirements
- Special Authority prescriptions (e.g. Acitretin and Isotretinoin) are written by prescribers with special authorisation
- Refer to [Support Resource for Managing High-Risk Medicines](#) for more information

SCHEDULE 8

- Balance check (**compulsory in March and Sep**) and report any loss to [MOH](#)
- Computer generate prescriptions include legitimate hand-written components
- Prescription quantity and purpose of supply are deemed appropriate
- Psychostimulant prescriptions have prescriber MOH approval (e.g. CNS, S28c, Ref No AU)
- Only pharmacists have the safe key
- Refer to the [Dispensing Flow Chart](#) for more information



OTP

- Compliant Quality Care 2020 Requirements ([Sub-Domain 7](#))
- Refer to the [OTP Flow Chart](#) for more information on documentation and dosing records

PRESCRIPTION MANAGEMENT

- There is no legislation that permits 'owing prescriptions', however, [emergency 7 day supply](#) and [PBS Continued Dispensing](#) are allowed for eligible patients
- Prescriptions from a phone/fax/email order outstanding more than 7 days are reported to [MOH](#)

DAA

- Dispensing and packing protocol
- Appropriate training, protective equipment, and packing area
- Compliant Quality Care 2020 Requirements ([Sub-Domain 5](#))

VACCINATION

- Compliant [NSW Pharmacist Vaccination Standards](#)
- Appropriate documentation and records (e.g. patient screening form, AIR)
- Compliant Quality Care 2020 Requirements ([Sub-Domain 8](#))