

## Checklist

Pharmacy name	
Owner	
Address	
Phone	
Fax	
email	
Hours	

### Support

Staff assistance incl levels of training/responsibility		
Retail staff		
Dispensary staff	Mixtures, CDs	
Office staff		
Login		
Alarm		
Keys		
After hours contact number/s for key staff		
Toniq security levels (staff)		
List of service providers	eg. Security, electrician, plumber, computers	
Checking emails		
Opening mail		
Fire/emergency		

### Computer system

Server	
Workstation numbers	
Updates	

### Admin tasks to be done

Cash-up	
Banking	
Wages	
Creditors	
Batch	

### Dispensary operations

Claimant number		
Dispensary layout/logic		
Repeats – from original?		
Location of holds, CDrxs		
Location of CDrxs		
Lending to customers		
Emergency supply		
Needle exchange		
Internet access		
Owes system		
Pharmacy charge		
Orders		
Order Deliveries		
Rest Homes (who, when, cutoffs)		
Community patients		
Regular patients	eg. Weekly, daily, paed mixtures	
Deliveries to customers		
MURs		
Methadone		
Section 29 meds		
ECP procedure		
MPSO		
BSOs		
Special meds	eg. Clozapine, HIV, special foods	
Special contracts	eg. Blood test strips	
Fridge	temperature log	
Safe & CD registers		
Balances/weights		
Extemporaneous dispensing	procedure, formulae	
Taking stock out of shop		
Selling stock to shop		

Lending stock to other pharmacies		
'Selling' to other pharmacies		
Annotations		
Daily scripts/batching		
Reference books		
Written info about medicines	Med+info, CMI, MIMS	
Self Care Cards		

#### Shop operations

Shop orders		
Order deliveries		
Inventory control - shop		
Pharmacist only medicines		
PSE		
Codeine		
Security eg. if threatened		
Interstore to other pharmacies		
Blood pressure		
Blood sugar meters		
Other health services		
Other clinics:	weight loss, surgical stockings, beauty, podiatry	
Other services:	photocopying, faxing, lotto, dry cleaning, NZ Post	
Photo service/Booth		
Customer clubs		
Discounts offered		
Debtors		
Staff purchases		
Complaints procedure		
Refunds		
Natural medicine		
Skincare brands		

### Housekeeping

Toilets		
Parking		
Break times		
Staff training sessions		
Reps		
Opening/closing procedure		
Light switches		
Heating/aircon		
<u>Location of extra consumables:</u>		
Missions, vials and skillets		
Paper		
Toner		
Labels		
Quirks	eg. Roof leaks, dodgy locks...	

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Areas of concern and areas to address:

Staff

Sales

Dispensary

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Notes:

Locum kit

Tweezers

Calculator

Stamp

Diary

Map

Scissors

Pens

Dispensing jacket

Name Badge

Cell phone

Tape measure

?pill splitter

?References

Needle exchange brochure