

# FACILITIES

# AUDIT



## FACILITIES

You may wish to add to or adjust these criteria to meet your individual circumstances

FOR EXAMPLE:

PREMISES	CRITERIA	AUDIT RESULT
DISPENSING EQUIPMENT	'Refrigerator thermometer read daily to ensure temperatures between 2 and 8 degrees Celsius'	YES/NO

PREMISES	CRITERIA	AUDIT RESULT	COMMENTS/ ACTION TO BE TAKEN	TARGET DATE	COMPLETED
FRONT SHOP AREA AND STORE	Front shop area maintained in a good state of repair and decoration	YES/NO			
	Store area maintained in a good state of repair and decoration	YES/NO			
	Shop area clean, tidy and uncluttered	YES/NO			
	Adequate seating available for customers	YES/NO			
	Quiet area for counselling patients in private	YES/NO			
	All medicines stored correctly under conditions not affected by temperature, light and moisture.	YES/NO			
	Daily cleaning of floor area	YES/NO			
	Appropriate security arrangements	YES/NO			
	DISPENSARY	Dispensary area clean, tidy and uncluttered	YES/NO		
Dispensary maintained in a good state of repair and decoration		YES/NO			
Size and layout of dispensary sufficient to allow: Effective communication Direct supervision of staff Safe and efficient workflow		YES/NO  YES/NO  YES/NO			
All shelves clean and dust free		YES/NO			

PREMISES	CRITERIA	AUDIT RESULT	COMMENTS/ ACTION TO BE TAKEN	TARGET DATE	COMPLETED	
DISPENSARY	Floor and walls clean and dust free	YES/NO				
	Premises have a suitable method of heating , lighting and ventilation	YES/NO				
	All working surfaces and shelves in dispensary finished with a smooth impervious and washable material	YES/NO				
	All shelves/benches not overloaded	YES/NO				
	All external and internal preparations stored separately	YES/NO				
	All stock stored within reach	YES/NO				
	Means of producing mechanically printed labels	YES/NO				
	Dispensary bench used only for dispensing	YES/NO				
	Dispensing bench undamaged	YES/NO				
	Written cleaning procedures for dispensary	YES/NO				
	Cleaning procedures regularly carried out	YES/NO				
	Cleaning materials provided	YES/NO				
	SINK	Sink in dispensary	YES/NO			
		Hot water supply	YES/NO			
Cold water supply		YES/NO				
Sink undamaged		YES/NO				

EQUIPMENT	CRITERIA	AUDIT RESULT	COMMENTS/ ACTION TO BE TAKEN	TARGET DATE	COMPLETED
<b>DISPENSING EQUIPMENT</b>	Mortar and pestle	YES/NO			
	Suitable and hygienic means of counting tablets/capsules	YES/NO			
	Range of sizes of measuring cylinders of suitable glass (stamped)	YES/NO			
	Ointment tile	YES/NO			
	Range of sizes of spatulae	YES/NO			
	Written cleaning procedure for all dispensary equipment	YES/NO			
	Dispensing balance	YES/NO			

EQUIPMENT	CRITERIA	AUDIT RESULT	COMMENTS/ ACTION TO BE TAKEN	TARGET DATE	COMPLETED
	Balance regularly checked to ensure efficient working	YES/NO			
	Refrigerator with max/min thermometer	YES/NO			
	Refrigerator checked periodically to ensure efficient running	YES/NO			

EQUIPMENT	CRITERIA	AUDIT RESULT	COMMENTS/ ACTION TO BE TAKEN	TARGET DATE	COMPLETED
<b>DISPENSING EQUIPMENT</b>	Refrigerator cleaned and defrosted regularly	YES/NO			
	Only medicinal products stored in refrigerator	YES/NO			
	Controlled Drugs cabinet	YES/NO			
	Controlled Drugs register	YES/NO			
	Suitable range of British Standards containers and child resistant closures	YES/NO			
<b>BOOKS</b>	British National Formulary	YES/NO			
	<b>Current Editions</b>				
	Martindale	YES/NO			
	Medicines, Ethics and Practice guide	YES/NO			
	Data Sheet Compendium	YES/NO			
	Appropriate Drug Tariff	YES/NO			
<b>PERSONAL HYGIENE</b>	Satisfactory appearance of all staff	YES/NO			
	Overall/uniform worn at work	YES/NO			
	Overall/uniform worn outside shop	YES/NO			
	Protective gloves available for cleaning purposes	YES/NO			
	Disposable gloves available for dispensing hazardous medicines	YES/NO			
	Protective masks available for dealing with hazardous medicines	YES/NO			

PERSONAL HYGIENE	CRITERIA	AUDIT RESULT	COMMENTS /ACTION TO BE TAKEN	TARGET DATE	COMPLETED
	Adequate toilet facilities, clean and in good order	YES/NO			
	Handwashing facilities in toilet area	YES/NO			
<b>EATING &amp; SMOKING</b>	No smoking signs prominently displayed:  In shop	YES/NO			
	In dispensary	YES/NO			
	No smoking in dispensary	YES/NO			
	No eating in dispensary/front shop by staff	YES/NO			
	Separate area provided for staff to eat	YES/NO			

With kind permission of the National Pharmaceutical Audit Facilitators, **working in conjunction** with Stephen Kayne and the Greater Glasgow Health Board.