



Royal Pharmaceutical Society of Great Britain

Helping pharmacists achieve excellence

FORM A: MONITORING AND INSPECTION OF RETAIL PHARMACIES REGISTERED IN ACCORDANCE WITH s75 MEDICINES ACT 1968

THIS FORM SHOULD BE COMPLETED PRIOR TO THE MONITORING AND INSPECTION VISIT AND MUST BE SIGNED AND VERIFIED BY A PHARMACIST.

In order to ensure that the monitoring and inspection visit can be undertaken as efficiently as possible, please could you complete this form prior to my arrival **and retain for my inspection**. Please complete all questions on this form.

The information that you provide below will be used by the Inspectorate for assessment purposes. The information must be accurate and complete and may be disclosed to the relevant accountable officer at PCO level and/or other appropriate authorities.

A. SERVICES PROVIDED FROM THE REGISTERED PREMISES

Medicines Ethics and Practice gives guidance on Standard Operating Procedures for dispensing. In addition the Code of Ethics states that where possible standard operating procedures should be drafted for any professional activities that pharmacy staff are expected to undertake. There is further Service Specification guidance within the MEP.

Service	Tick if service is provided	Is there a written SOP covering the service?	Service	Tick if service is provided	Is there a written SOP covering the service?
NHS Supply of prescribed medicines			Services to drug misusers		
Private Supply of prescribed medicines			Needle and syringe exchange schemes		
Monitored dosage system/compliance aid dispensing			Specials manufacturing/ extemporaneous preparation and compounding Does the pharmacy hold any MHRA licence? If YES please specify		
Repeat Medication Services			Aseptic dispensing services from non-licensed units		
Prescription Collection Services			Patient Group Directions		
Delivery services			Are supplementary or independent prescribing services provided? Please indicate.		
On-line and mail order pharmacy services			Medicines Use Reviews		
Sales of over the counter medicines			Pharmacy service to prisons		
Complimentary therapies and medicines			Wholesaling [Does the pharmacy hold a wholesale dealer's licence?]		
Diagnostic testing/Health screening/Point of care testing			Sales of veterinary medicines		
Healthcare Information and advice					

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B. SUPPORT STAFF

Please include each staff member only once, detailing their principal role. You may be required to produce evidence of staff training and certificates during the monitoring and inspection visit.

a) Current pharmacy support staff (e.g. pre-registration student, pharmacy technician, dispensary assistant)	How many?	b) Current medicines counter staff and other staff whose role involves handling of medicines.	How many?
Pre registration pharmacy graduate		Medicines counter Staff S/NVQ 2 or trainees	
Pharmacy technician (registered)			
Pharmacy technician (non registered) or trainee S/NVQ 3 or above		Untrained	
Dispensary assistant or trainee S/NVQ 2		Grand-parented	
Grand-parented support staff		Delivery drivers	
Untrained			

C. PRESCRIBING AND OTC SALES OF MEDICINES

Query	Comments
Are there any signs of unusual, excessive or inappropriate prescribing?	
Are there any concerns about prescribers you wish to raise? (Please provide brief details).	
Are there any problems with customers purchasing unusual items or amounts, whether P or GSL?	

Signature*	
Name	
Registration Number	
Position within organisation	
Date of signing	
Pharmacy Name and Address	

*This form should be signed by the pharmacist-in-charge

Premises ID Code _____ (For Inspectors' use only)

FORM A - WALES

Use from Dec 2006

Review Dec 2007