



Royal Pharmaceutical Society of Great Britain

Standards checklist for Registered Pharmacy Premises

The following list is produced for guidance as to the basic standards that the Society's Inspector will be looking for during a routine visit to registered pharmacy premises.

External appearance

- (1) Fascia and paintwork, etc, should be kept clean and in good order.
- (2) Posters should be kept to a minimum but notices required under terms of the NHS contract such as hours of business and, when necessary, a rota notice should be conspicuously displayed and professionally produced.
- (3) Windows should reflect the professional nature of pharmacy. Cluttered displays, dust and handwritten signs all present an unprofessional image.

Shop

- (1) Decoration should be up to a good standard and floor coverings clean and in good order. Regular cleaning schedules are necessary.
- (2) All Pharmacy medicines should be located so as not to be accessible to the public by self service.
- (3) The professional area of the pharmacy should be clearly defined.
- (4) The medicines counter should be kept for medicines and not cluttered with non-medicinal goods such as sweets, jewellery, etc.
- (5) Medicines should be regularly checked for out of dates and stock properly rotated.

Dispensary

- (1) Decoration (walls, ceiling and all paintwork) should be up to a good basic standard.
- (2) Floor should be covered so as to be cleanable and should be clean.
- (3) Dispensary fixtures and fittings (including shelves and work surfaces) should be adequate for the purpose for which they are intended. Surfaces should be smooth and impervious to dirt and moisture. They should be clean and uncluttered. The surfaces should be intact and chipped or flaking surfaces should be properly repaired or replaced.
- (4) The refrigerator should be regularly cleaned and defrosted and must contain a maximum/minimum thermometer.
- (5) Sinks should be clean. Hot and cold water must be available.
- (6) Arrangements for the proper storage and disposal of waste materials should be made. Covered receptacles are recommended in place of cardboard boxes, etc. These should be regularly cleaned.

Stockroom(s)/storerooms/stairways and/or cellar

- (1) Decoration (walls, ceiling and all paintwork) should be up to a good basic standard.
 - (2) Floor should be covered so as to be cleanable and should be clean. There should be no slits or tears in the material.
 - (3) Adequate shelving should be provided so that no foods, medicines or containers used for dispensing (whether or not they are sealed) are stored on the floor.
 - (4) The stairs and passageways should be kept clear of stock.
 - (5) Oxygen cylinders should be stored safely. Some sort of restraint is recommended for the older, tall type of cylinder, to prevent the possibility of them falling, eg, a chain. However, for the newer, more stable, shorter cylinders restraint is unnecessary.
- Note: For safety reasons in the event of fire, restraining chains should not be locked.

Toilet(s)

- (1) Decoration (walls, ceiling and all paintwork) should be up to a good basic standard.
- (2) Floors should be covered so as to be cleanable - properly fitted vinyl is recommended. They should be clean.
- (3) Provision should be made of hand-washing facilities within the toilets or lobby area. Hot and cold water must be available along with soap and clean towels (on a rail or hook). The toilet should be kept clean.
- (4) The statutory notice "Now wash your hands" (professionally produced) should be displayed in the toilet area.
- (5) Heating and lighting should be provided.
- (6) The toilet area must not be used for storage.