

This template is a guide that can be adapted depending on the Health Centre's governing body. Consult the appropriate state or territory Medicine Poisons and Therapeutic Goods Act to ensure the audit is completed correctly.

Health centre name:		Audit date:	
Primary Health Care Manager (PHC)/Delegate name:		Date of previous audit:	
IHSPS pharmacy service provider:		Imprest list used: (Or Standard Drug List SDL)	<input type="checkbox"/> NT PHC SDL <input type="checkbox"/> Kimberley SDL <input type="checkbox"/> Site specific SDL <input type="checkbox"/>
Pharmacist name:			

IHSPS Pharmacist must send copies to: ▶ Tick all that apply ▶ Check N/A if not applicable at that Health Service Centre	Primary Health Care Manager	<input type="checkbox"/>	Name:	Email:	or <input type="checkbox"/> N/A
	District Manager	<input type="checkbox"/>	Name:	Email:	or <input type="checkbox"/> N/A
	PHC Director of Nursing & Midwifery	<input type="checkbox"/>	Name:	Email:	or <input type="checkbox"/> N/A
	Primary Health Care Pharmacist	<input type="checkbox"/>	Name:	Email:	or <input type="checkbox"/> N/A
	Other parties to be informed Regionally:	<input type="checkbox"/>	Name:	Email:	or <input type="checkbox"/> N/A
	Other parties to be informed:				
Safety, Quality and Accreditation Manager	<input type="checkbox"/>	Name:	Email:	or <input type="checkbox"/> N/A	
Medication Safety Nurse	<input type="checkbox"/>	Name:	Email:	or <input type="checkbox"/> N/A	

For more information on quality use of medicines support for remote area health services including policies and medicine management go to the [NPS MedicineWise: Medicine Use in Remote Australia](#)

This resource was adapted, with permission, from the Northern Territory Drug Room PHC Remote Audit, in collaboration with NT Health

SECTION 1 - Audit

Please type in boxes provided.

Medication storage room

Ref: *The National Safety and Quality Health Service standards: Standard 4*

STANDARD	FINDINGS			RECOMMENDATIONS
	YES	NO	N/A	
Medication room secure eg, locked when unattended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Air conditioned (< 25°C) 24 hours per day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate space and shelving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Neatness and cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Layout according to the <i>Standard Drug List (SDL)/Imprest List categories</i> , (ie, refrigerated, S8 and RS4 drug safe, oral, injectable, topical, infusion, inhalational, non-drug)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
▶ Medicines information/posters displayed: <i>Pharmacy contact details</i> (New staff handover summary – Remote Area Aboriginal Health Services)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Networked computer and label printer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispensing equipment present and in good working order including labels, cautionary labels, paper bags, purified water, measuring cylinder, medicine cups, paper cups, syringes, dosettes, pill cutters and mortar and pestle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tamper evident bags and <i>Return of Unwanted Medicine (RUM)</i> bins available for return or disposal of unwanted S8 and RS4 medicines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patient-specific chronic condition medicines stored appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Dose administration aids</i> (DAAs) – stored appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Folder containing all current valid patient prescriptions present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patient prescriptions and other medicine documentation is retained at the health centre for 2 years from the date of the last entry/use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Stock management

Ref: *The National Safety and Quality Health Service standards: Standard 4*

STANDARD	FINDINGS			RECOMMENDATIONS
	YES	NO	N/A	
All mandatory <i>SDL/Imprest medication</i> . items stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Each SDL/Imprest medication item organised neatly behind the shelf strip label for the item (eg, only the correct strength and form is present behind each shelf strip label)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Minimum and maximum stock levels displayed on shelf strip label	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stock levels appropriate for size of health centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stock levels reviewed within last 12 months (record date of last review)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stock rotation evident – random audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No expired medicines in circulation – random audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Agreed ordering procedure in place and adhered to, including procedure for regular orders and urgent orders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Imprest order forms / electronic ordering system is up to date with all current SDL and local addition items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RUM bin in use according to RUM protocol and spare bins available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Discarded SDL/Imprest medicines are recorded and filed for review by IHSPS pharmacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate supply of patient prescription medicines (eg, chronic meds, DAAs) without being in excess	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dispensed medicines are current against the current valid prescription – random audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DAAs are current against the valid current patient prescription/profile – random audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hard copy prescriptions in folder current against Electronic Health Record (EHR) current prescription – random audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DAAs in date (8-week expiry from the packing date) – random audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cold chain

Ref: Strive for 5

STANDARD	FINDINGS			RECOMMENDATIONS
	YES	NO	N/A	
Vaccine / medicine refrigerators stored inside the drug storage room (if not, provide each location)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Measures are taken to restrict unauthorised access to vaccine / medicine refrigerators located outside the drug storage room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vaccines stored in a purpose built temperature controlled monitored refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signage on refrigerator door to prompt staff to locate vaccine/s required before opening the door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Medicines requiring refrigeration are stored in a purpose built refrigerator OR a domestic refrigerator designated for medicines only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power point for each vaccine / medicine refrigerator is <i>identified</i> to avoid accidental disconnection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only vaccines / medicines are stored in the refrigerator, ie no inappropriate storage of items eg, food or pathology.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerator temperature was monitored and recorded on the <u>Vaccine Cold Chain Graph</u> twice a day on weekdays for the last month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Data Loggers in use in each vaccine fridge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where medicines are stored in a domestic fridge, a digital minimum / maximum thermometer is in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Items stored correctly with adequate space between items to allow for air flow and items are not in contact with refrigerator walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stock management standards are adhered to, including shelf labelling, appropriate stock levels, stock rotation and expiry checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency kits

STANDARD	FINDINGS			RECOMMENDATIONS
	YES	NO	N/A	
The following emergency kits are stored in the correct location, are locked, with all medicines present and within expiry dates:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Outreach Drug Box Contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Anaphylaxis Kits Contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fit Kits Contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Obstetric Drug Kits Contents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Schedule 8 (S8) & Restricted Schedule 4 (RS4) medicines

STANDARD	FINDINGS			RECOMMENDATIONS
	YES	NO	N/A	
S8 medicines secured in a S8 drug safe located within the medication storage room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
RS4 medicines secured in a S8 drug safe or dedicated lockable cupboard located within the medication storage room. Note: exception for emergency kits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access to S8 / RS4 medicines limited to health professionals registered under Australian Health Practitioner Regulation Agency (Ahpra)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If the S8 drug safe is a key-lock safe, the key is kept in the possession of the responsible health professional. A second key to the safe is in the possession of the PHC manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Schedule 8 (S8) & Restricted Schedule 4 (RS4) medicines (Cont.)

STANDARD	FINDINGS			RECOMMENDATIONS
	YES	NO	N/A	
Health centre stock of S8 and RS4 medicines is in accordance with the <u>SDL/Imprest medications</u> and approved local additions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patient-dispensed S8 and RS4 medicines are correct against a current valid prescription	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stock management standards are adhered to, including appropriate stock levels, stock rotation and expiry checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The S8 and RS4 drug register maintained in a neat and ordered manner and in accordance with the state or territory legislation and PHC Remote Policy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A drug register balance check is performed as per the S8 and RS4 policy, including daily 'checked and correct' counts and shift change balance checks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S8 and RS4 medicines are 'checked and correct' by the pharmacist and another clinician (where available) during the site visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
S8 and RS4 orders dispatched by the pharmacy have been received and the appropriate paperwork kept at the health centre for 2 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Unwanted / expired S8 and RS4 medicines disposed of appropriately depending on state or territory legislation and documented in the S8 Register	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Standard reference list

STANDARD	FINDINGS			RECOMMENDATIONS
	YES	NO	N/A	
The current edition of all mandatory medicines references are accessible: Suggested resources:				* Discard superseded versions and obsolete references
<u>CARPA STM</u> (7th edition)	One per clinical area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Primary Clinical Care Manual</u> (10th ed)	One per clinical area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Women's Business Manual</u> (6th ed)	One per clinical area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Clinical Procedures Manual for remote and rural practice</u> (4th ed)	One per area where procedures are performed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional clinical protocols folder	One per health centre emergency room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Standard reference list (Cont.)

STANDARD		FINDINGS			RECOMMENDATIONS
		YES	NO	N/A	
<u><i>Australian Medicines Handbook</i></u> (current/previous year edition)	Annual publication or website login	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u><i>AMH Children's Dosing Companion</i></u> (current/previous year edition)	Annual publication or website login	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u><i>Therapeutic Guidelines Australia</i></u>	Website login	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u><i>The Australian Immunisation Handbook</i></u>	Online resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u><i>Injectable Drugs Handbook</i></u> (current/previous year edition)	One per health centre or website login	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u><i>Medicines Book for Aboriginal and Torres Strait Islander Health titioners and workers</i></u> (4th ed)	One per health centre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u><i>Rural and remote emergency services standardisation guidelines</i></u> (RESSG) (QLD)	Online resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u><i>Chronic conditions manuals</i></u> (QLD)	Online resource	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

