

UNIVERSITY COMPLIANCE STATEMENT ON SCHEDULE 8, 9 AND PENTABARBITONE SODIUM

This checklist has been developed for monitoring compliance with the Scheduled drugs and poisons management procedure. Any non-conformance must be investigated and actioned IMMEDIATELY. The statement must be complete by the authorised person and submitted to the Dean/Director/Delegate of the School/Unit every time a new entry is added to the drugs list.

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| **DETAILS OF THE LOCATION** | |
| LOCATION |  |
| DATE OF MONITORING |  |

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| **DETAILS OF AUTHORISED PERSONS COMPLETING COMPLIANCE STATEMENT** | |
| NAME | SIGNATURE |
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| **CHECKLIST - DESCRIPTION** | **YES/NO** |
| **AUTHORISATION TO POSSESS** | |
| Possession and use of S8/S9/Pentabarbitone drugs for research or teaching is undertaken with written authority from the Pharmaceutical Services unit – Ministry of Health. | Choose an item. |
| Availability of list of Authorised Personnel (persons who are authorised) by the Pharmaceutical Services unit – Ministry of Health within the School. | Choose an item. |
| Availability of list of all those working with S8/S9/Pentabarbitone drugs under their authority. | Choose an item. |
| **TRAINING AND SUPERVISION** | |
| Personnel working with S8/S9/Pentabarbitone have been appropriately trained and are deemed competent in the storage, use, handling, disposal, and record keeping requirements. | Choose an item. |
| Authorised Personnel and Approved Personnel provide adequate ongoing supervision of persons working under their authority. | Choose an item. |

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| **DESCRIPTION** | **YES/NO** |
| **PROCUREMENT** | |
| Quantity purchased is within the limit of authorisation from PSU. | Choose an item. |
| **STORAGE** | |
| S8/S9/Pentabarbitone drugs are stored in a drug safe, securely attached to a part of the premises and kept securely locked when not in immediate use. | Choose an item. |
| **DISPOSAL** | |
| S8 drugs are destroyed under the direct supervision of the PSU or Police. | Choose an item. |
| **SECURITY AND REPORTING OF LOSS/THEFT** | |
| Any suspected or actual loss or destruction of a drugs register is immediately reported to the Head of School/Unit for investigation. An inventory is conducted and recorded. | Choose an item. |
| **DRUG REGISTER** | |
| The drugs register is of the correct format (Register of Drugs of Addiction NH612000 - Form h31) | Choose an item. |
| A separate page of the drugs register is used for each S8 drug, for each form, strength, and dilution of the drug. | Choose an item. |
| The name of the person responsible for maintaining a drugs register is recorded on the register. | Choose an item. |
| Entries are made in the drugs register by the person who receives, administers, or uses a drug. | Choose an item. |
| A mistake in any entry in a drug register is corrected by making a marginal note or footnote and by initialing and dating it. | Choose an item. |
| **RECORD KEEPING** | |
| Drugs registers are kept for at least 2 years, from the last date on which:  any entry was made in the register; or any S8 drug was received, administered, or used. | Choose an item. |
| **INVENTORY IN DRUG REGISTER** | |
| An accurate inventory of S8 drugs is conducted twice a year (in March and September of each year.) | Choose an item. |
| An inventory must also be made if a person assumes control of a drugs store for one month or more and if a drugs register is lost or destroyed. | Choose an item. |
| The register is endorsed immediately under the last entry for each S8 drug, with the quantity of each drug actually held and the date on which the inventory was made. | Choose an item. |

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| **DETAILS OF NON-CONFORMANCES AND ACTIONS REQUIRED** | | |
| Non-conformance | Actions required | Date Implemented |
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