

Section 5: Premises, Equipment and Storage

Date Commenced		Name		Role	
<h2>Review of Premises, Equipment and Storage</h2> <p>The purpose of this section is to help you review your pharmacy premises and equipment, and how medicines are stored.</p>					

Storage of Medicines		
1	Review your premises and storage areas to make sure that medicines are stored safely and appropriately in your pharmacy. Then answer the questions below:	
	Are all medicines stored within the registered pharmacy premises, i.e. the area identified on the floorplan submitted to the PSI?	Yes No
	Are all prescription medicines (including medicines awaiting collection by patients) stored in the dispensary, or a storeroom under the control of the pharmacist?	Yes No
	Are all non-prescription pharmacy-only medicines stored in a part of the premises to which the public does not have access?	Yes No
	Are all medicines requiring refrigeration stored in a pharmaceutical grade fridge?	Yes No
	Are medicines kept in the manufacturer's original packaging, where possible?	Yes No
	Are all medicines that are removed from their original packaging, labelled with the name, strength, marketing authorisation number, batch number, expiry date and name of supplier?	Yes No
	Are all medicines stored in areas designated for their storage, i.e. not on floors, in toilets, stairways, passageways, patient consultation areas?	Yes No
	Are all areas used for the storage of medicines clean and well maintained?	Yes No
	If any issues were noted, record details:	

2	Review the pharmacy's temperature records for the last month:					
		Pharmaceutical grade fridge(s)		Dispensary		Other medicines storage areas (if applicable)
	Are the maximum and minimum temperature monitored and recorded every day the pharmacy is open?	Yes	No	Yes	No	Yes No
	Are temperature records reviewed by the pharmacist?	Yes	No	Yes	No	Yes No
	Were there any temperature deviations? i.e. temperatures outside of the required range.	Yes	No	Yes	No	Yes No
If any temperature deviations were noted, record the steps taken to (i) investigate and (ii) rectify the discrepancy:						
3	Are all schedule 2 and 3 controlled drugs stored in a locked controlled drugs safe which is bolted to the floor or wall?					Yes No
4	Are disposal facilities in place for the various types of pharmacy waste including waste/expired medicines, sharps and hazardous waste?					Yes No
5	Are all waste medicines stored in a designated area of the registered pharmacy, segregated from other 'live' stock and under the control of the pharmacist?					Yes No

Layout		
6	Does the physical layout of the pharmacy allow the pharmacist to personally supervise the sale and supply of all medicines?	Yes No
7	Review the size and layout of the dispensary, and think about whether it supports a safe and efficient workflow. Then answer the questions below:	
	Is there adequate clear, uncluttered bench space available:	
	– To accommodate all dispensing activities, including assembly of medicines	Yes No
	– For labelling	Yes No
	– For pharmacist checking	Yes No
	– For extemporaneous compounding	Yes No
	– For preparation of monitored dosage systems (if applicable)	Yes No
	Is the dispensing bench clean and impervious to dirt and moisture?	Yes No
	Does the layout allow the pharmacist to supervise staff, where necessary?	Yes No
	Is there a sink in the dispensary area, with both hot and cold water?	Yes No
	Is the dispensary well-lit and sufficiently ventilated?	Yes No
If you have answered 'No' to any of the above details, record additional details below:		
8	What arrangements are in place to ensure that all areas of the pharmacy are kept clean, well maintained and professionally presented, in keeping with the hygiene standards expected from a healthcare facility? Record details:	
9	Are toilet and hand washing facilities available for pharmacy staff?	Yes No
10	Can patients in the public area of the pharmacy easily see and read the current certificates of registration for:	
	– The pharmacy	Yes No
	– The Supervising Pharmacist	Yes No

Patient Consultation Area			
11	Does the pharmacy have a patient consultation area which meets all requirements as set out in PSI Guidelines on Patient Consultation Areas in Retail Pharmacy Businesses? Note: There are additional requirements for an area to be used for the provision of vaccination and testing services.	Yes	No
12	Is this area appropriately used by the pharmacist to discuss issues with the patient about their medication and general health matters (including prescription only medicines and non-prescription pharmacy only medicines)?	Yes	No
13	Are staff trained to direct patients to this area?	Yes	No
14	Are patients informed of their entitlement to a private consultation and to direct them to the consultation area if requested?	Yes	No

Security and Access to Premises			
15	Are security arrangements in place at the pharmacy as per PSI's Security Assessment Template?	Yes	No
16	Is the pharmacy premises accessible for all patients including wheelchair users, those with mobility difficulties and sight difficulties?	Yes	No

Equipment and Reference Materials			
17	Review the pharmacy's equipment, including equipment for extemporaneous dispensing to see if all the required equipment is present in the pharmacy:		
	Telephone, fax machine, internet and email (a printer, photocopier, and scanner are recommended)	Yes	No
	Computerised patient medication record system, including label printer	Yes	No
	Containers for the dispensing of tablets/capsules, liquids, creams, ointments and pastes.	Yes	No
	A range of Child Resistant Closures (CRCs) and non-CRCs	Yes	No
	A range of spoons and/or syringes for measuring oral liquid doses	Yes	No
	A range of graduated Type A glass measures and appropriate measuring devices to measure volumes from 0.05ml to 500ml e.g. pipettes / syringes	Yes	No
	A supply of disposable plastic cups	Yes	No
	Electronic weighing apparatus	Yes	No
	Set of certified metric weights (appropriately maintained and calibrated)	Yes	No
	Weighing boats	Yes	No
	Mortar and pestle (ceramic and glass)	Yes	No
	Ointment slab, glass or marble	Yes	No
	Glass stirrer and stainless steel spatula	Yes	No
	The following items should also be available:		
	A suitable means of counting tablets and capsules (e.g. tablet / capsule counter or counting triangle)	Yes	No
	Specialised clothing (where appropriate) (e.g. gloves, hairnets, masks)	Yes	No

18	Review the pharmacy's reference materials (online or hard copy) to see if all the required up-to-date reference materials are accessible in the pharmacy:	
	A complete drug reference source, e.g. Martindale	Yes No
	British National Formulary (BNF)	Yes No
	Reference for medicinal products authorised in Ireland e.g. Irish Medicines Formulary or Health Products Regulatory Authority (HPRA) website, www.hpra.ie	Yes No
	Paediatrics reference, e.g. BNF for Children, Paediatric Formulary (Guy's, St. Thomas' and Lewisham Hospitals)	Yes No
	Drug interaction reference, e.g. Stockley's Drug Interactions	Yes No
	Drug Interaction Alert functionality as part of computer dispensing system	Yes No
	Pharmacy and medicines legislation: available at www.psi.ie and www.irishstatutebook.ie	Yes No
	Summary of Product Characteristics (SmPCs) for medicinal products authorised in Ireland: available at www.hpra.ie , www.medicines.ie	Yes No
	Pharmacy Practice Guidance folder which include PSI Guidelines, alerts and other publications (also available at www.psi.ie)	Yes No
National Medicines Information Centre (NMIC) information: available at www.nmic.ie	Yes No	
Record details of additional references available, where additional services are offered at your pharmacy:		

Compliance Assessment – Premises, Equipment and Storage

Having completed the review, please consider the statements listed below and select the level of compliance that you think best represents your pharmacy

Compliant:

Medicines are stored safely and appropriately, with relevant temperature records continuously maintained.
The layout of the pharmacy premises supports a safe and efficient workflow and facilitates the pharmacist to supervise the sale and supply of medicines.
All required equipment is available and serviced / calibrated and reference materials are available and up-to-date.
All areas of the pharmacy premises are clean, well maintained and professionally presented.

Mostly Compliant:

Medicines are stored safely and appropriately, with relevant temperature records mostly maintained.
The layout of the pharmacy premises supports a safe and efficient workflow and facilitates the pharmacist to supervise the sale and supply of medicines.
Most of the required equipment and reference materials are available at the pharmacy. Not all equipment is serviced / calibrated and references are up-to-date.
Most areas of the pharmacy premises are clean, well maintained and professionally presented.

Partially Compliant:

Medicines are not always stored safely and appropriately. Relevant temperature records are generally not maintained.
The layout of the pharmacy premises does not always support a safe and efficient workflow and does not facilitate the pharmacist to supervise the sale and supply of medicines.
Some of the required equipment and reference materials are available at the pharmacy. Equipment is not all serviced / calibrated and not all references are up-to-date.
Most areas of the pharmacy premises are not clean, well maintained and professionally presented.

Non-Compliant:

Medicines are not stored safely or appropriately. Temperature records are not maintained.
The layout of the pharmacy premises does not support a safe and efficient workflow and does not facilitate the pharmacist to supervise the sale and supply of medicines.
Not all required equipment and reference material are available at the pharmacy.
The pharmacy premises is not clean, well maintained and professionally presented.

When you have completed this, move on to the Action Plan Booklet

Notes:

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