



## **Validation Tools for Community Pharmacy**

Internal Validation Tool 5

## Tool 5

### EQUIPMENT AND PROFESSIONAL SERVICES AVAILABLE IN COMMUNITY PHARMACY

Correct standards of the equipment used within the community pharmacy influence the quality of service provided by the pharmacist. Community pharmacists should play an active role in pharmacy practice research and development and in education of students.

*The tool is used once for every community pharmacy being studied. The managing pharmacist should be approached for the purpose of this tool. For each step choose the relevant statement(s) as appropriate. Before proceeding any further refer to Definition Sheet 05.*

#### 1. PHARMACY PRACTICE RESEARCH & DEVELOPMENT

Tick where applicable

- i The pharmacist participates in meetings of continuing education  2
- ii The pharmacist regularly reviews professional journals  2
- iii The pharmacist uses information technology e.g. the internet to update professional knowledge  2
- iv The pharmacist participates in the teaching of pharmacy students  2
- v The pharmacist actively participates in research in the area of pharmacy practice  2

## 2. REFERENCES AND INFORMATION MANAGEMENT

Tick where applicable

The pharmacy keeps:

- i a recent edition of an indexed reference e.g. British National Formulary 4
- ii a current edition of a drug compendium e.g. Martindale: The Extra Pharmacopoeia 2
- iii a copy of a suitable text in Pharmacology and Therapeutics e.g. Goodman and Gilman's The Pharmacological Basis of Therapeutics 2
- iv an up-to-date copy of the Pharmacy law and regulations 2

## 3. ELECTRONIC AND OTHER REFERENCE RESOURCES

Tick where applicable

- i The pharmacy has internet access 2
- ii The pharmacy has access to electronic sources of information (e-BNF, Martindales on-line, etc) 2
- iii The pharmacy has up to date copies of local formularies 2
- iv The pharmacy has up to date copies of local prescribing and clinical guidelines 2
- v The pharmacy has a system for dissemination of new information received, such as local prescribing and clinical guidelines to employed pharmacists 2

#### 4. DISPENSING EQUIPMENT

Tick where applicable

i The dispensing equipment in the pharmacy is stored in a clean place and kept in good condition 4

ii The tablet and capsule counting aids are cleaned after use to avoid cross contamination 4

iii The dispensing balance is periodically checked for accuracy 2

#### 5. REFRIGERATOR

Tick where applicable

i The refrigerator is kept in a cool place in the pharmacy 2

ii The refrigerator is cleaned and defrosted regularly 2

iii The refrigerator has a thermometer 2

iv The temperature of the refrigerator is kept between 2<sup>0</sup>C and 8<sup>0</sup>C 2

v Only pharmaceutical items are stored in the refrigerator 2

## 6. CONTROLLED DRUGS CABINET

Tick where applicable

- i The controlled drugs cabinet is securely locked  3
- ii The key to the controlled drugs cabinet is kept only by the pharmacist  2
- iii A stock control exercise is carried out periodically for controlled drugs  3
- iv The required documentation regarding controlled drugs is kept up to date  2

## 7. CONTAINERS

Tick where applicable

Containers used for dispensing

- i are clean and free from contamination  3
- ii are able to protect medicines from environmental factors  3
- iii include special containers used for dispensing including child resistant containers  2
- iv have an easy screw top meant to be opened easily by elderly patients and patients suffering from joint problems on their hands and fingers  2

## 8. LABELS

Tick where applicable

Labelling is

i clear and legible

3

ii mechanically printed

3

iii in a manner which is understandable by the patient

4

## 9. WEIGHING SCALES

Tick where applicable

i Weighing scales are checked to be properly calibrated

4

ii Weighing scales give reading in metric

2

iii Weighing scales are available for infants in an appropriate area

2

iv A weight-height chart is available for reference in the pharmacy

2

## 10. DIAGNOSTIC EQUIPMENT

Tick where applicable

i Blood pressure measuring equipment is available

3

ii Blood pressure measuring equipment is checked periodically for accuracy

2

The pharmacy carries out the following tests:

*Tick where applicable*

iii urinalysis

1

iv pregnancy tests

1

v blood testing test

1

vi Urinalysis, pregnancy tests, and blood testing strips are stored in an appropriate place and checked periodically

2

## 11. DIAGNOSTIC DOCUMENTATION SHEET

*Tick where applicable*

A documentation sheet is available to write down test result and it contains

i patient data

2

ii date

2

iii result

2

iv name of the pharmacy

2

v name of the pharmacist carrying out the test

2

## 12. COMPUTER TECHNOLOGY

Tick where applicable

If a computer is available at the pharmacy is it:

Maintained to ensure access to computer records is limited to authorised personnel only  2

Maintained to ensure all data is backed up according to a planned schedule  2

Maintained to minimize the potential for external attacks (e.g. Viruses, worms, spyware)  1

Monitored for its effectiveness for emergencies, security and safety  2

Maintained to ensure that it is set up in such a way to support effective workflow and operations of the pharmacy  2

Maintained with the appropriate software that provides internet access, an email system that is regularly monitored and has an ability to read both Adobe pdf files and MS Word files.  1

## 13. DISPOSAL OF UNWANTED MEDICINES

Tick where applicable

A standard operating procedure is in place to handle the receipt, storage, record keeping and disposal of unwanted medicines  2

Suitable bins for unwanted medicines are available to store unwanted medicines safely  2

Unwanted medicines are removed from the dispensing area frequently enough  2

Members of staff have been trained to protect themselves and others from harm and to protect the environment 2

Protective equipment, including gloves, overalls and materials are available to deal with spills 2

#### 14. SIGNPOSTING

Tick where applicable

The pharmacy has a list of other health and social care providers to whom patients may be referred to by the pharmacists 5

The pharmacy uses written referral forms in appropriate cases 5

#### 15. SELF-CARE

Tick where applicable

Employees are trained to provide advice to help in managing a medical condition to a patient or carer including appropriate advice on treatment options 3

A range of leaflets to support self-care is available 2

When appropriate, the pharmacist keeps record of advice given and of any drugs supplied 2

Follow-up care is offered by the pharmacist 3