

How to Nominate a Responsible Person

Drugs Poisons and Controlled Substances Act 1981

The holder or applicant for a licence or permit must nominate one or more Responsible Person(s) to be named on the licence or permit and to fulfil the following tasks;

- Ensure that the licence holder complies with the conditions of the licence;
- Notify the Department of any amendments which may be required to the licence or the conditions of the licence (eg. change of company name, change of address, change of Responsible Person);
- Maintain the Poisons Control Plan;
- Ensure that there is a periodic review (at least annually) of the approved Poisons Control Plan – to ensure that the licence holder continues to comply with relevant legislation and required standards – and retain a documentary record of the review process;
- Provide periodic confirmation (as required by the Department) that the licence holder is operating in a manner consistent with the Poisons Control Plan; and
- Notify the Department of any proposed amendments to the Poisons Control Plan.

Note: The holder of a licence or permit must notify the Department immediately if the Nominated Person ceases to be responsible for the stated duties and must apply to nominate another person.

Minimum requirements that may apply to nominated persons

- For Schedule 4, 8 or 9 poisons: Appropriate qualifications, i.e., an appropriate degree or diploma, OR at least 5 years experience and proven training in the handling and recording of poisons and controlled substances.
- For Schedule 2, 3 or 7 poisons: At least 5 years experience and proven training in the handling and recording of similar poisons and controlled substances.
- For the provision of **health services**: Appropriate qualifications must be held e.g., the person must be a registered medical practitioner, dentist, pharmacist, nurse or ambulance officer.
- For **licences** relating to the supply of drugs of dependence, a **National Police Record Check** is to be carried out (for the applicant) in relation to the nominated person and to any person who is to have unsupervised access to those drugs.

How To Complete Application to Nominate – FIRST PAGE

1. Enter the full name of the holder of (*or applicant for*) a licence or permit applying to nominate a Responsible Person.
Note: This is **NOT** usually the name of the person being nominated.
2. Enter the address of premises to which the licence or permit applies.
3. Enter the licence or permit number (*if held*).
4. Enter the full name of the person to be nominated.
5. Enter the date of birth of that person.
6. Describe the position the nominated person holds in the organisation and/or the duties of that position relevant to the poisons or controlled substances involved. (Eg. Operations Manager, Warehouse Supervisor, Director of Nursing)
7. The declaration must be signed by a person who is authorized by the licence/permit holder (*or applicant*) to sign documents on its behalf – **NOT** by the nominated person unless that person is one and the same.

How To Complete Application to Nominate – SECOND PAGE

The final page of the application is to contain the consent and details of the person being nominated, including:

- Full details of qualifications or accreditation that is **relevant** to the type of licence or permit being sought. (*See previous page for details*).
- Details of **relevant** employment history plus proof of training where required. (*See previous page for details*).
- Declaration of the Nominated Person.

How to Submit the Completed Nomination

Note: The application cannot be processed unless:

- All relevant details are complete
- All supporting documentation has been provided, including copies of qualifications or accreditation (where required) eg: **practising certificates for nurses**
- The appropriate **amendment fee** has been paid

The completed nomination and related documents should be forwarded to:

DRUGS & POISONS REGULATION GROUP
DEPARTMENT OF HUMAN SERVICES
GPO BOX 4057
MELBOURNE 3001

For further information: Phone 1300 364 545

Note:

The holder of a licence or permit must notify the Department **immediately** if the Nominated Person ceases to be responsible for the stated duties and must apply to nominate another person.