

PCP Sample Answers



Poisons Control Plan (PCP) for a Health Services Permit (HSP) Part Two – Sample Answers

11. Storage & Security

11.1 Indicate the nature of the primary storage facility;

- Pharmacy department.
- Privately owned pharmacy, located on site / in the area, which performs many of the functions typical of a pharmacy department.
- Lockable facility, approved by the Pharmacy Board under sec.27(1)(b), for specified professional pharmacy practices. This facility is to be serviced by pharmacists from a local community pharmacy/by a contracted pharmacist.
- Lockable storage facility, managed by the Director of Nursing or senior nurses acting under her direction, from which drugs are to be distributed to wards/units of the establishment.

11.2 Indicate what additional security measures are applicable to this facility;

- The pharmacy department is fitted with a monitored alarm system and duress alarm.
- External access points are designed so that inner and outer doors may not be opened at the same time.
- The storage facility is fitted with an audible alarm.

Schedule 8 (or Schedule 9) poisons

11.3 Indicate how Schedule 8 (or Schedule 9) poisons are to be stored;

- In Drug of Addiction cabinets, attached to brick walls by four bolts.
- In large freestanding safes with combination locks.

Schedule 4 poisons

11.4 Indicate how Schedule 4 poisons are to be stored;

- On open shelves within the lockable pharmacy department/store.
- In a lockable storeroom.

Access to storage facilities

11.5 Indicate how unauthorised or unsupervised access is to be prevented;

- After-hours access to the pharmacy department requires the use of a security key, which is to be held only by the Director of Pharmacy and the rostered pharmacist. The alarm may only be deactivated by entering a PIN number.
- Access during operational hours is to be restricted to holders of individual access cards or the necessary keypad combination.
- Keys are to be held only by the Nursing Supervisor and pharmacist.
- Access is to be limited to nurses who are aware of the combination, which must be entered on the keypad adjacent to the door.
- Where keypad combination locks are used to restrict access, view shields will be installed to prevent the combination being observed by a person standing nearby. Combinations are to be changed periodically and following the departure of staff members to whom the combination was known.

12. Distribution from Pharmacy Department / Central Store

12.1 Indicate the extent to which pharmacists are to be involved in the distribution of drugs and poisons within the establishment;

- Pharmacists are to carry out extensive ward pharmacy procedures and to distribute the medications to relevant wards.
- Pharmacists are to carry out periodic (please specify frequency) imprest checks of ward stocks and to replenish those levels.
- Pharmacists are to supply the drugs requisitioned by nursing staff.
- Pharmacists are to be responsible for external ordering procedures but to have only limited involvement with distribution within the establishment.
- Pharmacists are to be involved in ongoing quality assurance reviews.

12.2 Indicate the method(s) by which drugs and poisons are to be distributed within the establishment;

- Schedule 8 poisons are to be distributed, by pharmacists, following the submission of a Requisition Form from the relevant ward.
- Schedule 4 poisons are to be distributed, by pharmacists, in accordance with established imprest levels.
- Oral medications are to be supplied to the ward, by pharmacists, labelled in a manner that identifies the specific patient to whom it is to be administered – as an inpatient.
- Stock is to be distributed, by a supervising nurse, when required.

12.3 Indicate how the transfer (or supply in the case of a privately owned pharmacy) of poisons from the pharmacy department / central store is to be recorded;

- Manual records are to be transcribed to computerised records that clearly indicate the relevant ward and/or patient.
- Requisition Forms are to be filed within the storage area.
- Imprest sheets are to be manually completed and then filed chronologically, in relation to each ward, in the pharmacy department.
- Details are to be manually recorded on photocopies of Patient Medication Charts, which are then filed chronologically.
- Details of drugs supplied from the privately owned pharmacy are recorded on the pharmacy's computer. Drugs supplied on prescription are recorded in a different manner than drugs that are supplied to the hospital as ward or imprest stock.

12.4 Indicate how returned medications are to be handled and recorded;

- When a medication is no longer required, for the patient for whom it was issued, the remainder is to be returned to the pharmacy.
- When a medication is no longer required, for the patient for whom it was issued, the remainder is to be placed in a locked receptacle, for collection by pharmacists from the contracted pharmacy.
- Ward stock is to be returned to the pharmacy department when it is noted to be approaching the expiry date.
- Returned stock is to be recorded as a negative transaction.

13. Supply to Other Entities

13.1 Indicate whether scheduled poisons are to be supplied to any other permit holders and the nature of such transactions (if any);

- Pharmacists, from the pharmacy department, attend a number of smaller rural hospitals to monitor and replenish ward stocks and to deliver other medications that may have been requisitioned. The pharmacists also participate in ongoing quality assurance procedures and training processes.
- The pharmacy department supplies required poisons to the privately operated pathology lab that services the establishment.

13.2 Indicate the manner in which such transactions are to be handled;

- Pharmacists are rostered to attend other rural hospitals, on a regular basis, to review ward stock levels, deliver requisitioned stock and to collect stock that is being returned.
- Requisition forms are received from the Nursing Supervisor of the pathology service and stock is supplied to the nurse at the time of attendance.

13.3 Indicate what steps are to be taken to ensure that a valid permit is held by the purchaser;

- A copy of the relevant permit is to be provided initially, with the expiry dates of permits to be noted on the records relating to each of the permit holders.
- Following the expiry date, evidence will be sought to confirm that the permit has been renewed.