

PCP Sample Answers



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

15. Laboratories & Miscellaneous Units

15.1 Identify other areas of the establishment that may require to obtain scheduled poisons under the authority of this permit;

- Pathology Department.
- Medical Imaging Department.
- Animal Research Laboratory.

15.2 If scheduled poisons are to be obtained from the Pharmacy Department, indicate how such transactions are to be handled and recorded;

- Requisition forms are to be submitted by the Unit Manager(s) and these are to be retained, in chronological order, for at least three years.

15.3 If scheduled poisons are to be obtained from sources other than the pharmacy department, indicate how and under what authority they are to be obtained;

- The Department Manager or Supervisor must approve all purchases.
- This person will be issued with a current copy of Part Four of the PCP to ensure that he/she is familiar with all relevant requirements.

16. Schedule 4 and/or Schedule 7 poisons

16.1 Indicate how Schedule 4 and/or Schedule 7 poisons are to be stored;

- S4 and S7 poisons are to be stored in separate lockable metal cabinets.
- Preparations containing cyanide (S7) are to be stored in a separate locked cupboard.
- S4 poisons are to be stored in a lockable storeroom.

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

- The key to the storeroom/cabinet is to be held on the person of Laboratory Manager and/or the Laboratory Supervisor.
- Keys are to be held only by the Laboratory Supervisor(s).
- The cabinet is to be locked except when opened to access chemicals.

Records of transactions

16.3 Indicate how records of transactions relating to substances in Schedule 4 and Listed Regulated Poisons in Schedule 7 are to be retained;

- Computerised records are to be used to detail all transactions relating to S4 poisons, with back-up copies to be taken regularly and stored off-site.
- A bound book is to be used to chronologically record the use of all S4 poisons.
- A file card system is to be used to record the use and remaining balance of all S4 poisons

17. Schedule 8 and Schedule 9 poisons [if any]

17.1 Indicate how Schedule 8 and/or 9 poisons are to be stored;

- In a Drug of Addiction cabinet, attached to a brick wall by four bolts.
- S8 poisons are rarely required and, if necessary, will be obtained from the pharmacy department and returned the same day, when no longer required.

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

- The keys are to be held on the person of the Department Manager or Supervisor.

Records of transactions

17.3 Indicate how records of transactions for Schedule 8 (or Schedule 9) poisons, are to be maintained and validated;

- Records are to be maintained in the form of a bound book with consecutively numbered pages, i.e. a Drug of Addiction register.
- Physical stock checks are to be performed periodically (please specify frequency).

Destruction of Schedule 8 or 9 Poisons

17.4 Indicate what steps are to be taken in relation to the destruction of Schedule 8 or 9 poisons which are no longer required or which may have expired;

- Expired stock will be returned to the pharmacy department.
- Expired stock will be destroyed by two pharmacists, in accordance with the hospital's Standard Operating Procedure.
- Expired stock will be destroyed by two medical practitioners who will record having done so.
- The Drugs and Poisons Regulation Group will be contacted, for advice, when the destruction of Schedule 8 and 9 poisons is necessary.