



**2.18 Till Declaration**

Pharmacy.....

Pharmacy Manager.....

**Accountability Statement – Protecting Our People and Assets**

- 1. The process for cash accounting at a pharmacy level comes under the direct ownership of the Pharmacy Manager, who is responsible for cash compliance either directly or through your designated accountable employees, who must be direct employees and have completed their probationary period of at least 3 months.
- 2. All cash procedures are followed as per the relevant policies at all times and using the correct forms
- 3. All till and cash office areas, including the safe are kept clinically clean and secure. All end of day security measures and cash processes are adhered to and completed.
- 4. All Safe/Till keys must be accurately accounted for and held by trained designated persons.
- 5. All cash loss and suspicious instances are highlighted to the Managing Pharmacist immediately.
- 6. Cash takings and sales information is not discussed with anyone other than relevant employees.
- 7. Till operator access cards are not shared, kept with the relevant persons and secured when not in use.
- 8. I act at all times in the interest of safety and do not ignore processes put in place to maintain the safety of employees and assets.

Declaration

**I confirm that I comply with all till operation policies and fully adhere to the accountability statement described above. I understand that if I have any doubts about correct procedure, that full guidance is available from the Cash Policy or my Pharmacy Manager.**

Signature.....

Date...../...../.....

PRINT NAME:..... POSITION:.....

**Signed Declaration must be held within the personnel file of accountable person/s**

**Cash controls will be monitored/reviewed as part of a BM’s visit to the pharmacy and discrepancies investigated if highlighted.**