

## 2.23 Pharmacy Manager 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 staff members, 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 Cash Policy Document 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. For code operated safes any individuals who no longer require access, in particular any leavers are removed from the Safe System.
5. All discrepancies are investigated and resolved directly by you. In the event of 1 unresolved loss of over 0.5% of takings in a day or a pattern of smaller unresolved losses that amount to 0.5% of takings over a week the BM must be contacted for advice.
6. Weekly reconciliation anomalies are checked and where necessary discrepancies investigated. Findings of the investigations are documented.
7. Operator access cards have the appropriate till access level, are accurately maintained and cleansed of recent leavers.
8. Access cards are not shared, held by the relevant persons and kept secure when not in use.
9. All Z-Totals are checked against lodgement slips and Z-Totals and signed off by yourself
10. 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
11. All discounts given to employees and customers are at agreed levels outlined by either contract or the Allcare Pharmacy handbook

#### Declaration

**I confirm that my pharmacy is cash compliant and fully adheres 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 Business Manager. I am satisfied that all my designated employees are fully cash compliant.**

Signature.....

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

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

**Return signed declaration to: Operations Department at Allcare Pharmacy.**

**To be received no later than: Two Weeks after Launch of Policy.**

**Cash controls will be monitored/reviewed as part of a BM's visit to the pharmacy and by Head Office Finance and discrepancies investigated when highlighted.**



## 2.24 Accountable Person 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 Cash Policy Document 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. For code operated safes any individuals who no longer require access, in particular any leavers are removed from the Safe System.
5. All cash loss is highlighted to the Managing Pharmacist and Investigated. In the event of 1 significant unresolved loss or a pattern of smaller unresolved losses amounting to more than 0.5% of takings the BM is contacted by the Managing Pharmacist for advice.
6. Safe balance anomalies are checked and where necessary discrepancies investigated. Findings of the investigations are recorded in the Audit Parcel.
7. Operator access cards have the appropriate till access level, are accurately maintained and cleansed of recent leavers.
8. Operator access cards are not shared, kept with the relevant persons and secured when not in use.
9. All Daily and Weekly Cash Sheets are checked against lodgement slips.
10. 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 cash 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.**