

PLEASE INITIAL EACH BOX ONCE COMPLETED

ALLCARE PHARMACY OPERATIONS CHECKLIST

MONTH/YEAR: \_\_\_\_\_

Morning	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	13th	14th	15th	16th	17th	18th	19th	20th	21st	22nd	23rd	24th	25th	26th	27th	28th	29th	30th	31st	
<b>HOUSEKEEPING:</b> Vacuum, mop, empty bins, review retail standards																																
<b>TEMP CHECK 1:</b> Temperature checked & recorded (fridge, dispensary & stockroom as required)																																
<b>DUTY REG:</b> Pharmacist Duty Register completed (pharmacist to sign)																																
<b>PROGRAMS:</b> Open MPS, Rx Scheduler, Medicines Verification. Log into Medicines Complete and Pharmapod																																
<b>CASH-UP/CD KEY:</b> Cash-up procedures completed. CD key and spare backup drive taken from cash safe and given to pharmacist.																																
<b>DIARY:</b> Store diary checked & queries actioned																																
<b>HIGH TECH:</b> Update delivery of any high tech meds on High Tech Hub																																
<b>OWINGS:</b> Check previous day's owings and contact patient once made up																																
<b>METHADONE:</b> Methadone prepared (if applicable)																																
<b>During Day</b>																																
<b>MDS/ TEXT SERVICE:</b> Check Rx Scheduler on MPS for MDS patients and prescription texting patients due to be dispensed today. Gather original prescriptions and dispense throughout the day. Send text to patients when ready for collection.																																
<b>COUNT:</b> Complete 20 random daily stock checks on MPS (Programs> Stock Count)																																
<b>SEND ORDER:</b> Baskets in Marketplace checked and order placed as required before 4pm. Stock ordered for <b>owings, customers requests, ULMs, High Tech and stock for health services</b> (e.g. EHC, Vaccines). Update received deliveries on MPS																																
<b>Evening</b>																																
<b>VERIFY:</b> Today's prescriptions verified																																
<b>TEMP CHECK 2:</b> Second temperature check recorded (fridge, dispensary, stockroom)																																
<b>CLEAN UP:</b> All dispensing surfaces wiped down (inc consultation room) & counting equipment cleaned.																																
<b>FILE PAPERWORK:</b> Prescriptions & services paperwork filed.																																
<b>METHADONE:</b> CD safe checked for uncollected methadone. Entries deleted on MPS, missed dose documented on Rx & stock returned to shelf as appropriate																																
<b>BACK-UP:</b> Shut-down MPS. Swap backup drive. Screens & printers are switched off. All PC's are left running overnight.																																
<b>DAILY AUDIT:</b> Daily audit & vaccine report (pm) printed and signed																																
<b>CD KEYS:</b> CD key and spare backup drive stored securely overnight in cash safe																																
<b>Weekly Tasks</b>																																
<b>PAYROLL:</b> Check and clear down anomalies off TMS for last week by 10am Monday																																
<b>HOW DID WE DO?:</b> Discuss last week's performance with team. All staff to read and sign bulletin. Attend weekly conference call and share actions																																
<b>LOANS:</b> Monday – Loan report run on MPS & outstanding prescriptions chased																																
<b>DATE CHECK:</b> Date checking completed as per tracker (SOP 29). Dispensary shelves cleaned as part of process																																
<b>TRAINING:</b> Training time (e.g. OTC Course) planned in for all colleagues																																
<b>CLEAN UP:</b> Dispensary counter surfaces washed with cloth & water. Glassware & sink sterilised																																
<b>Tasks Specific to this Pharmacy</b>																																