



Quality Care Pharmacy Program

An initiative of The Pharmacy Guild of Australia

Supporting Excellence in Pharmacy

Level 2, 15 National Circuit
Barton ACT 2600
PO Box 7036
Canberra Business Centre
ACT 2610 Australia

T 1300 363 340
F 02 6270 1885
help@qcpp.com
www.qcpp.com

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QCPP REQUIREMENTS MANUAL UPDATES #5

Dear QCPP Coordinator,

The Quality Care Pharmacy Program (QCPP) provides updates to the QCPP Requirements Manual as required, as part of our continuous quality improvement process and to ensure accredited pharmacies have access to the very latest resources. The enclosed updates include minor changes to existing templates and procedures to reflect current pharmacy services.

Updated Elements, procedures and templates

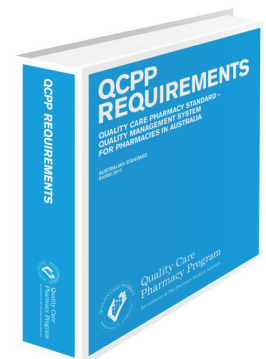
In this update there are changes to two templates and one procedure, including:

- **T3B Dose Administration Aids Checklist (v2.3)**
- **T3M Vaccination Services in the Pharmacy Checklist (v2.1)**
- **P11E Processing Sales (v2.1)**

Ensure previous versions of the documents listed above are removed from your pharmacy's Requirements Manual.

Other documents included in your pack

- **Table of contents** for both the *Procedures* (green tab) and the *Templates* (red tab) section of your Requirements Manual. These pages have been updated to reflect the new versions of documents included in this update.
- **Outline of updates #5** - This document is a summary of the fifth manual updates as explained in this letter including a description of the impact of these updates and the actions required by pharmacies to meet new requirements.



Electronic versions of all the documents included in this update are available for download from the QCPP Knowledge Hub at www.qcpp.com/knowledgehub. If you have any questions about implementing these changes please contact your QCPP State Manager.

Updated Fast Track resources

An electronic version of the following Fast Track resource is also available at www.qcpp.com/knowledgehub and can be adapted to suit the needs of your pharmacy.

- **Example Confidentiality Policy (v2.1)**

When are updates assessable?

T3M Vaccination Services in Pharmacy Checklist will be assessable from 1 January 2015. All other updates will be assessable immediately.

Yours sincerely,

Natalie Smith
Joint Head - Quality Pharmacy Practice



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Key: **blue** = Element in QCPP Requirements Manual
red = template in QCPP Requirements Manual
green = policy/procedure in QCPP Requirements Manual
orange = example Fast Track document