

# QCPP REQUIREMENTS MANUAL

## OUTLINE OF UPDATES #3 - JANUARY 2013

The table below summarises the third release of updates to the QCPP Requirements Manual 2011 announced as of January 2013. Impact or action required demonstrates the key revisions a pharmacy would need to consider when being accredited against the QCPP Requirements Manual 2011. Previous manual updates and electronic versions of the following documents can be downloaded from [www.qcpp.com](http://www.qcpp.com).

Action, Procedure or Template	Change	Impact or action required
<b>Table of Contents - PROCEDURES</b>	Updated to reflect new versions of procedures listed in this table.	Replace previous table of contents behind green Procedures tab in Requirements Manual with version 2.3.
<b>Table of Contents - TEMPLATES</b>	Updated to reflect new versions of templates listed in this table.	Replace previous table of contents behind red Templates tab in Requirements Manual with version 2.3.
<b>ELEMENT 2 - SUPPLY OF MEDICINES, MEDICAL DEVICES AND POISONS</b>		
<b>P2A Dispensing</b>	Revised Procedure	Minor amendment to Action 26 Item C to ensure product labelling information is consistent with the Pharmacy Board of Australia guidelines for dispensing medicines. Replace procedure in the Requirements Manual, review your customised pharmacy procedure and amend as relevant.
<b>T2C Supplying Pharmacy Medicines and Pharmacist Only Medicines Checklist</b>	Revised Checklist	This checklist has been revised to support the expansion to the PPI Guidelines regarding Certificate III and IV in Community Pharmacy training for pharmacy staff. Replace the previous T2C template with the new T2C template version 2.1, and ensure systems are in place for the new PPI guidelines.
<b>T2E Interprofessional Collaboration Checklist</b>	Revised Checklist	Minor amendment now requiring the name of the pharmacist performing the collaboration is recorded. Replace the previous T2E template with the new T2E template version 2.1, and ensure systems are in place for the new PPI guidelines.
<b>ELEMENT 3 - DELIVERY OF HEALTH PROGRAMS AND SERVICES</b>		
<b>T3I Disease State Management Service Checklist</b>	Revised Checklist	Minor amendment to template. Replace the previous T3I template with the new T3I template version 2.1, and ensure systems are in place.
<b>T3M Hosting Vaccination Services in the Pharmacy Checklist</b>	<b>NEW</b> Checklist	This NEW checklist outlines the requirements for hosting in-pharmacy vaccination services. Review the new checklist and identify what actions need to be implemented to comply with QCPP Requirements. Add checklist to Requirements Manual.
<b>ELEMENT 11 - CUSTOMER SERVICE</b>		
<b>P11F Deliveries by Pharmacy Staff (excluding contractors)</b>	Revised Procedure	Minor amendment to incorporate a reference to QUM within the procedure. Replace procedure in your QCPP Requirements Manual, review your customised pharmacy procedure and amend as relevant.
<b>ELEMENT 13 - INDUCTING STAFF</b>		
<b>Element 13 Action 3 (page 33)</b>	Updated to include omitted procedure – <b>P13B</b> Workplace Surveillance	Replace page 33 of the Elements (blue section) in Requirements Manual with version 2.1.
<b>ELEMENT 17 - MAINTAINING SAFETY AND SECURITY</b>		
<b>Element 17 Action 4 (page 40 and 41)</b>	Mental Health First Aid training – <i>'evidence required at assessment'</i> and <i>'what you need to do'</i>	Replace page 40 and 41 of the Elements (blue section) in Requirements Manual with version 2.1.