

QCPP REQUIREMENTS MANUAL

OUTLINE OF UPDATES #4 - JANUARY 2014

The table below summarises the fourth release of updates to the QCPP Requirements Manual 2011 announced as of January 2014. 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.

Action, Procedure or Template	Change	Impact or action required
Table of Contents - PROCEDURES	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 2.4.
Table of Contents - TEMPLATES	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 2.4.
ELEMENT 1 - COMPLIANCE WITH LEGAL AND PROFESSIONAL OBLIGATIONS		
T1A Legal and Professional Obligations Declaration		This is now a one page document. Sign and retain as evidence for your assessment. Replace the previous T1A template with the new T1A template version 2.2.
ELEMENT 2 - SUPPLY OF MEDICINES, MEDICAL DEVICES AND POISONS		
P2G Supplying Poisons	Revised Procedure	Complies with the new National Code of Practice for Chemicals of Security Concern. Replace procedure in the Requirements Manual, review your customised pharmacy procedure and amend as relevant.
T2C Supplying Pharmacy Medicines and Pharmacist Only Medicines Checklist	Revised Checklist	Clarification of pharmacy assistants requiring initial training, refresher training and supporting guidelines. Replace the previous T2C template with the new T2C template version 2.2.
ELEMENT 3 - DELIVERY OF HEALTH PROGRAMS AND SERVICES		
T3B Dose Administration Aids	Revised Checklist	Checklist consistent with Pharmacy Board Standards for dose administration aids. Replace the previous T3B template with the new T3B template version 2.2.
ELEMENT 12 - RECRUITING STAFF		
Element 12 Action 5 (page 31)	Updated to include	All staff require completed offer of employment stored in their personnel file. Replace page 31 of the Elements (blue section) in Requirements Manual with version 2.1.