

NEWSLETTER – MAY 2021

Common Inspection Issues - Calibration

Scales and weights should be professionally calibrated every two years. The TPA recommends the use of digital scales which are relatively inexpensive to purchase and maintain. If you are not conducting simple compounding at all, you should remove or decommission your scales and have in place, a written policy to refer patients who require a compounded medicine.

Timelines for Approval

The Authority has now changed its meeting day. We now meet on the **second** Wednesday of the month. If you need to lodge forms for approval, you must ensure you get forms to the Registrar by the Wednesday prior. If approved at the Meeting, you will be advised accordingly, in the following weeks. Any forms lodged after the Wednesday prior to the Meeting, will be held over to the following month. It is vital that all forms are completed fully, accurately, and come with comprehensively, professionally drawn plans. There is a risk that your application will not be considered if your plans are not sufficient. Our next meeting will be held on **Wednesday 9 June, 2021** with items to be included closing **Wednesday 2 June**.

Annual Renewals

Shortly you will receive your invoice for renewal of your Eligibility Certificate and Premises Certificate. Please ensure you renew by 30 June. You will also receive the Annual Declaration which must be completed, signed, and returned to the Authority. Certificates will not be forwarded until the Declaration is received from all owners.

This year, we will be asking if your Premises are leased and to forward a copy of the Lease to the Authority. If you have forwarded your Lease to the Authority in the last year, please tick the appropriate box and it will not be necessary to send another copy.

Please note that there may be a slight delay in receiving your Annual Renewals this year as the fee units need to be determined by the government and this cannot be done until the new government is sworn in.

Medication Fridge

The Authority reminds you that fridges containing scheduled medicines must be kept under the direct supervision of the pharmacist. If medication fridges are kept in another area, for example, an approved vaccination room, the fridge or room must be kept locked, and the key must be under the control of the pharmacist. The Authority also reminds you that food must not be stored in these fridges.

