



HEALTH PROFESSIONS LICENSING AUTHORITY	
TITLE: Guidelines for use of automated dose packaging systems	
EFFECTIVE DATE: August 2006	REVIEW DATE: August 2008
BOARD: Pharmacy Board of the Northern Territory	

Purpose

The guideline has been developed to provide clear direction to pharmacists about the use of automated dose packaging systems.

Considerations

Any pharmacist who proposes to use an automated dose packaging system to pack sachets or similar packs for another pharmacist must ensure that they comply with the requirements of the Therapeutic Goods legislation in regard to this. This may involve a requirement to comply with aspects of the Code of Good Manufacturing Practice and to be licensed by the Therapeutic Goods Administration.

Pharmacists who use automated dose packaging systems must ensure:

1. There is a set cleaning and maintenance protocol that is strictly followed;
2. That testing be undertaken at the start of each day and at such other intervals as may be operationally required;
3. That both pharmacist and dispensary assistants involved in using the machine have received appropriate initial and ongoing training;
4. The machine is operated in a clean environment, away from the dispensing computer and bench area of the dispensary. The machine must be in an area of the dispensary this is temperature controlled by means of a refrigerated air conditioning unit, to ensure that the environment remains below 25 degrees Celsius;
5. That the right of the patient to privacy is understood and that if a third party is involved in the packaging of the Dose Administration Aid consent is obtained from the patient or agent for this,
6. That the labelling of the container that the strip packs are placed in complies with all labelling requirements of the *Poisons and Dangerous Drugs Act (NT)* and the Dispensing Practice Guidelines of the Pharmaceutical Society of Australia and the Pharmaceutical Society of Australia Dose Administration Aid Professional Practice Standard; and
7. Those records maintained at the pharmacy record the batch number, expiry date, packing date and the initials of the dispensary assistant and or pharmacist responsible. If a dispensary assistant performs the packing the record must also include the initials of the pharmacist responsible.

Reference

Pharmacy Board of Victoria, Automate Dose Packaging Systems Guidelines 480A