

POISONS CONTROL INFORMATION SHEET

FREQUENTLY ASKED QUESTIONS BY PHARMACISTS

No. 300.8

What is the Poisons Control S8 Website?

A secure web based application for registered users including:

- Pharmacists
- Medical Practitioners and
- Schedule 8 and Restricted Schedule 4 Clinical Advisory Committee (CLAC) Members

What does it do?

It allows registered users to access confidential documentation and upload data.

What are the benefits?

The S8 Contract List is uploaded every week to the S8 website providing more up-to-date information to users. Previous mail-outs of the contract list occurred every 4-6 weeks.

Upload of S8 files via the website allows for more timely receipt of this information.

Is it compulsory?

Absolutely not. Participation is voluntary, although highly desirable.

What will I need to do?

All you need is for your pharmacy to be provided access details to the Poisons Control S8 Website.

All participating pharmacies are provided with a laminated access card displaying the pharmacy name, User Name and Password. This access card should be clearly displayed in the dispensary.

Do I need any new software to access the S8 website?

Not at all. In order to access this web based application all you require is secure access to the internet.

Will there be training and support for using the S8 website?

Yes. Initial training is provided either in person or over the phone in addition to the provision of the most up to date guides on how to use the website.

Ongoing training and support is available for pharmacists upon request.

What if I can't find the pharmacy's User Name and Password details?

Please ask a co-worker before contacting Poisons Control.

It may be that the access card is located with S8 documentation or is not clearly visible in the dispensary.

How often is the contract list updated?

The contract list is updated weekly on the Poisons Control S8 Website.

Why do I have to agree to a caveat whenever I login?

Due to the confidential nature of the uploaded and downloaded data from the S8 website it is essential that all users clearly understand the importance of the website:

- Only being used by registered users
- only being used for work related purposes
- being logged out of once it has been used and
- controlling any printed copies of materials available.

Who can help if I can not upload the contract list?

Poisons Control can be contacted via email at poisonscontrol@nt.gov.au or via phone on 8922 7341 during Northern Territory Government working hours, Monday - Friday 8 am to 4.21 pm.

What about the contract list mail out?

If pharmacies wish to receive the contract list via mail out they are advised to contact Poisons Control.

Otherwise, all pharmacies will no longer receive the contract list via mail out as they can access the more up-to-date contract list on the S8 website.

If I am using the S8 website do I need to upload S8 files?

Not at all. Some pharmacies may only wish to use the S8 website to download the most recent contract list and continue to send in a floppy disk with paper copies of prescriptions.

If I upload S8 files to the website do I still need to submit weekly floppy disks?

As of 2 January 2009 pharmacies who upload weekly S8 files to the website do **not** need to send through S8 floppy disks.

Do I still need to submit paper copies of prescriptions to Poisons Control every week?

Yes. Section 36(3) of the *Poisons & Dangerous Drugs Act* still requires a pharmacist to forward to the Chief Health Officer delegate (Chief Poisons Inspector) cancelled prescriptions or copies of the authority on which the supply occurs within 7 days of supply.

Who can help if I cannot submit S8 files?

Poisons Control can be contacted via email at poisonscontrol@nt.gov.au or via phone on 8922 7341 during Northern Territory Government working hours, Monday - Friday 8 am to 4.21 pm.

Will the password ever change?

As of 2 January 2009 the password for pharmacies will change **annually**.

When this occurs your pharmacy will be contacted prior to the password change and Poisons Control will assist in ensuring a smooth password changeover.

Why can't I change the password?

Only system administrators can change passwords for Users. This is a security measure to ensure access is effectively managed for existing and future users.