

## Records Inventory Worksheet

Department: **Pharmacy**

Date Completed: **December 21, 2011**

Time Period Covered: **January 2007 to December 2011**

Completed by: **N. Vorsteveld**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Medication & Therapeutics Committee	Meeting minutes of the Medication and Therapeutics Committee.	Pharmacy Manager Office & Network	Paper and Electronic	Permanent	Complete	Pharmacy Manager & staff
Safe Medication Practice Committee	Meeting minutes of committee of pharmacists and nurses regarding medication practices.	Pharmacy Manager Office & Network	Paper and Electronic	7 years	Complete	Pharmacy Manager & staff
Departmental Quality Reviews	Review of quality issues of concern and follow-up actions.	Pharmacy Manager Office	Paper	7 years	Complete	Pharmacy Manager
Corporate Quality Reviews	Risk Management investigations including QCIPA meetings.	Risk Manager's Office once completed	Paper	Permanent	Complete	Manager and Risk Manager
Staffing Schedules	8 week schedules for pharmacy staffing including daily assigned duties	Pharmacy Manager Office	Paper	7 years	Complete	Pharmacy Manager
Purchasing Requisitions, Records, Invoices	Purchase Orders, Invoices	Finance & Network	Paper and Electronic	7 years	Complete	Finance
Contracts	Medbuy drug and Drug company related contracts	Pharmacy Dept.	Paper	1 year past expiry	Complete	Pharmacy Manager & Buyer
Purchasing Packing Slips	Packing slips	Pharmacy Dept.	Paper	Packing slips kept 1 year	Complete	Pharmacy Manager & Buyer

## Records Inventory Worksheet

Department: **Pharmacy**

Date Completed: **December 21, 2011**

Time Period **January 2007 to**

Covered: **December 2011**

Completed by: **N. Vorsteveld**

Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Narcotic Pharmacy Inventory Records	Perpetual inventory records	Stores Closet and Pharmacy Dept.	Paper	7 years	Complete	Pharmacy staff
Narcotic transaction Records	Omniceil and Meditech transactions, discrepancies	Stores Closet and Pharmacy Dept. & Network	Paper and Electronic	7 years	Complete	Pharmacy staff