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Operation Control (S8 Drug Control)

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1. Purpose

This document is produced to identify the process of managing / controlling S8 Drugs.

1.1. Scope

This document is applicable to all departments of Vets for Pets.

1.2. General Requirements

1. All concerned personnel are responsible to ensure that work is carried out in compliance with this procedure.
2. Practice manager shall ensure that development, review, and improvement of this procedure is conducted at least once every year.
3. Development, review, and improvement of this procedure must be done in consultation with management team and vets.
4. This procedure to be documented and recorded as per the hospital document control procedure.

2. Procedure

2.1 Order S8 Drugs

The following procedure must be followed by staff every time an S8 drug is ordered:

- Veterinary nurse must inform veterinarian of need to sign order form, including veterinary registration number
- Veterinary nurse facsimiles or emails scan of form to supply company



2.2 Receiving S8 Drugs

The following procedure must be followed every time an S8 drug is delivered to the veterinary practice:

- Staff member opening the package must immediately inform the veterinarian on duty and place the medication in the locked safe.
- The staff member must immediately have the veterinarian sign the receipt of product form (including veterinary registration number) and send it back to the supply company within 24hrs.
- The veterinarian must immediately record the new quantity of drug into the S8 electronic database (VET S8), by clicking on:
 - Receive from Supplier
 - Select supplier name form the list
 - Add invoice number as Reference
 - Add drug bath no. and expiry date on Note.
 - Select drug name from the drop list
 - Add quantity received
 - Vet to enter his/her username and password
 - Click OK

2.3 Dispensing S8 Drugs

The following procedure must be followed by every veterinarian every time an S8 drug is used in the clinic:

- Dose issued must be appropriate for the purpose for which it is being prescribed.
- S8 drug is drawn up accurately into syringe.
- S8 drug must be immediately returned to the safe and the safe locked
- The veterinary practitioner who draws up the medication or orders the medication to be drawn up must immediately record in the



practice management software (Ezyvet) which is integrated with S8 electronic database (VET S8):

- The volume of drug drawn -up (to the correct number of decimal places it was accurately drawn up to).
 - The animal's name, owner's surname, address and postcode. (will be picked up automatically by VET S8 database).
 - Add the actual amount of drug used (system will always show 1).
 - Enter your username and password.
 - Click OK.
- If the veterinarian is unable to record the details in the register (VET S8) immediately (for example they are in surgery), they must do so as soon as they are free, however inform your practice manager who will follow up to ensure the entry is recorded and signed electronically using (VET S8) database.

2.4 periodical inventory of stock of S8 Drugs

The person responsible for maintaining a drug register (VET S8) at any place:

- Must, during the prescribed periods, make an accurate inventory of all drugs of addiction at that place (once every 3 weeks), and
- Must endorse the relevant drug register, immediately under the last entry for each drug of addiction, with the quantity of each drug of addiction actually held and the date on which the inventory was made, and
- Must sign each entry.

The prescribed periods for the purposes of subclause (1) (a) are:

- March and September each year, or



- If the Director-General determines some other period/s, either generally or in specified circumstances, the periods so determined.
- A person who assumes control for a period of one month or more over any place at
- Which drugs of addiction are held must, immediately on assuming control, make an
- Inventory and endorse the drug register as if the inventory were an inventory made under this clause.

2.5 Destruction of unusable/ unwanted drugs of addiction held by practitioners

1. A pharmacist who is engaged in the supply of restricted substances or drugs of addiction in a retail pharmacy and who has been notified by a relevant practitioner that a drug of addiction has become unusable or unwanted:
 - a) May (but only in the presence of the relevant practitioner) destroy the drug of addiction, either at the retail pharmacy or at the premises at which the practitioner's practice is conducted, and
 - b) In that event, must record the fact of the destruction of the drug in the relevant practitioner's drug register.
2. The entry must include the date and the name, professional registration number and signature of the pharmacist and the name and signature of the relevant practitioner. Maximum penalty: 20 penalty units.
3. In this clause: relevant practitioner means a medical practitioner, a dentist or a veterinary practitioner.



2.6 References

This protocol is written in accordance with Poisons and Therapeutic Goods Regulation 2008 under the Poisons and Therapeutic Goods Act 1966 (<https://www.legislation.nsw.gov.au/inforce/59740cf7-67c1-42cd-b129-e4d76a127716/2008-392.pdf>. Accessed 28/02/18).

Name:

Signature:

