


Pharmacy Inspection Checklist- Routine

Name of the Pharmacy: _____ Date of Inspection: ___/___/___

Ref.	Description	Yes	No	N/A	Remarks
12	Pharmacy General Considerations				
12.2	The pharmacy site should not have any passage or exit connected to a residence or clinic or any other services not related to the pharmacy; except pharmacies located in commercial centers or malls and can have more than one door .				
12.3	A display board showing the pharmacy working hours				
12.5	Consideration shall be given to provide access to People of Determination				
12.6	The pharmacy should be kept in a good condition and always clean				
12.7	No pets or birds may be allowed in the pharmacy				
12.8	The pharmacy must enforce a strict "No smoking" policy within the pharmacy premises				
13	Pharmacy Design Requirements				
13.8	Pharmacy cabinets must be provided to display and store medications appropriately. Cabinet shall include the following:				
13.8.2	A special lockable cabinet(s) must be provided to keep Controlled Drugs (CD & SCD). The cabinet(s) must be placed away from the general sales area and shall be inaccessible to the public				
13.8.3	Expired medications must be labeled and stored in dedicated area away from the sales area				
13.8.4	Return or withdrawn medications by official circular must be labeled and stored in dedicated area away from the sales area				
13.10	Providing proper air conditioning to keep the temperature inside the pharmacy 25 degrees Celsius or below				
13.11	Public source of water shall be provided with hand wash basin				
13.12	Wall mounted liquid soap dispenser next to the hand wash basin with wall mounted paper towel				
13.18	Display the DHA pharmacy license in a visible location to the public.				
13.19	The pharmacy shall maintain fire extinguishers and fire protection equipment as per the Dubai Civil Defense				
13.20	A refrigerator should be dedicated for storing pharmaceutical products only and shall not be used for any				

14 Specific Requirements for 24 Pharmacies Hours' Duty				
14.3	24 hrs. operating pharmacy is not close at any time of the day			
14.5	A display board to indicate that the pharmacy operates 24 hours a day in Arabic & English is available			هيئة الصحة بدبي DUBAI HEALTH AUTHORITY
15 Storing Medications & Pharmaceutical Products				
15.1	All medicines, vaccines & pharmaceuticals products are stored according to the manufacturer storage recommendations			
15.2	A thermometer to ensure the validity & stability of the products is available in the pharmacy according to the following			
15.2.4	Medications & pharmaceutical products that are stored in a refrigerator; (2 - 8 degrees Celsius)			
15.3	Medications & pharmaceutical products are not exposed to direct sunlight			
15.4	Prescription medicines are not included in pharmacy window displays or otherwise advertised to the public			
15.5	Medications & pharmaceutical products are stored in a dry place or at a humidity level set on the outer packaging of the product			
15.6	Medications & pharmaceutical products are stored in clean conditions			
16 Purchasing & Dispensing Medications & Pharmaceutical Products				
16.1	Pharmacy management purchases medications & pharmaceutical products only from licensed agents or distributors registered by MOH licensed & registered			
16.5	Pharmacy do not sell medications & pharmaceutical products that are not registered & approved by MOH & did not receive marketing approval			
16.6	Pharmacy do not sell medications & pharmaceutical products that are expired or defective			
17 Prescription Only Medications (POM)				
17.1	Licensed pharmacist do not dispense POM without the availability of prescription			
17.3	Prescription hand writing are legible or printed electronically & include the following			
17.3.1	Patient name, age, weight & contact number			
17.3.2	Generic or trade name of medicine			
17.3.3	Pharmaceutical preparations form, dosage, route of medicine administration, duration & instructions of use			
17.3.4	Issued by a licensed healthcare professional			
17.3.5	Name of healthcare professional who issues the prescription clearly documented, stamped, signature & the date of the prescription			

17.4	Pharmacist does not alter or change any items stated in the prescription unless taking the permission of the professional who issued it					 هيئة الصحة بدبي DUBAI HEALTH AUTHORITY
18	Controlled Drugs Management					
18.1	Licensed pharmacist is not dispensing medications containing psychotropic substances without the availability of controlled prescription					
18.2	Duration of prescription allowed for Full Controlled Drug - CD & Semi Controlled Drug drugs- SCD depends on the status of the prescriber					
18.3	CD & SCD should be dispensed according to each physicians specified period for prescribing					
18.4	CD & SCD is dispensed based on DHA Controlled Drug Prescription form issued by a UAE licensed physician					
18.5	Validity of the CD & SCD prescription is 3 days from the date of its issuance					
18.6	In accordance with Federal Law No.4 (1983) there are special requirements for an out-patient prescription written for a (CD), these include:					
18.6.1	Use of DHA Controlled Drug Prescription form with serial number					
18.6.2	Patient's full name - (given name, surname & middle name) - age & address					
18.6.3	Prescription is written in permanent ink					
18.6.4	Generic & trade name of medicine is indicated					
18.6.5	Prescription must include the date of issuance, signature & stamp of the prescribing physician					
18.6.6	Dosage & the strength of the active ingredient is written both in figures & letters, route of medicine administration, duration & instructions of use					
18.6.7	Duration of supply must not exceed limitation described above					
18.7	Pharmacist takes & keeps a copy of the patient's UAE identity card or passport for UAE visitors					
18.8	Pharmacist signs & stamps the prescription after dispensing the CD & SCD medication					
18.9	Dispensed CD & SCD are recorded in special register book issued by DHA which is maintained in the pharmacy ready for any inspection by the HRD					
18.12	Pharmacist is not accepting a prescription containing narcotic or psychotropic substances written by a licensed physician for himself					
18.13	CD & SCD is stored in a special steel lockable cupboard					

18.5	Management of Expired Controlled Drugs:				
18.5.1	If a pharmacy has controlled drugs that are expired or damaged they are separated from the active stock, labelled & removed as soon as possible				
18.5.2	Expired stock may be returned to the drug agents or destroyed as per <u>DHA medication disposal policy for controlled drugs</u>				
19	Documents & Records				
19.1	Dedicated area is available in the pharmacy to maintain official documents or have an access to it online which include :				
19.1.4	DHA & MOH circulars & relevant documents				
19.1.6	List of registered medication in UAE & the approved price list issued by MOH & its subsequent amendments				
19.1.8	Copy of the pharmacy license issued by DHA & DED				
19.1.10	Staff list with their employment designation & job description				
21	Registers, Records & Reports				
21.1	A log book to record daily temperatures for the pharmacy & the medications refrigerator, the data is maintained for the last 12 months				
21.2	Records of all controlled drug registers (separate registers are kept for CD & SCD) numbered & stamped by DHA				
21.3	A file that includes invoices & related commercial transactions in the pharmacy				
21.4	A file that includes Controlled Drugs prescriptions (CD & SCD), prescriptions are maintained for five years				
21.5	A file that includes copies of monthly & periodic reports Controlled Drugs (CD & SCD)				
24	Personnel				
24.1	All the pharmacists & pharmacy technician hold valid licenses issued by DHA. Trainees must obtain training permit from DHA				
24.3	Pharmacists & pharmacy technician are working in the pharmacy which they are licensed on & within their scope of practice				
24.4	Pharmacy technicians & trainees are under the supervision of a licensed pharmacist when dispensing medications				
24.5	Pharmacists wears clean white coats.				

24.7	Trainees may wear clean white coats. The trainees must wear a badge stating their name & position as "Trainee" in Arabic & English				
25	Waste Management				
25.1	Pharmaceutical waste is disposed of in accordance of DHA policy for medication disposal.				

Inspectors: (Name & Signature)

1. _____
2. _____
3. _____
4. _____