

# NHS TAYSIDE - POLICY/STRATEGY APPROVAL CHECKLIST

This checklist must be completed and forwarded with policy to the appropriate forum/committee for approval.

**POLICY/STRATEGY AREA:** (See Intranet Framework) Clinical

**POLICY/STRATEGY TITLE:** Retention of Pharmacy Records

**LEAD OFFICER:** Lucy Burrow

<b>Why has this policy/strategy been developed?</b>		<b>Policy was developed for local application of national guidance.</b>	
<b>Has the policy/strategy been developed in accordance with or related to legislation? – Please give details of applicable legislation.</b>		<b>This policy has been developed in accordance with NHS MEL (1993) 152 and the MEDICINES ACT 1968</b>	
<b>Has a risk control plan been developed? Who is the owner of the risk?</b>		<b>No</b>	
<b>Who has been involved/consulted in the development of the policy/strategy?</b>		<b>All Staff</b>	
<b>Has the policy/strategy been assessed for Equality and Diversity in relation to:-</b>		<b>Has the policy/strategy been assessed For Equality and Diversity not to disadvantage the following groups:-</b>	
<b>Race/Ethnicity</b> <b>Gender</b> <b>Age</b> <b>Religion/Faith</b> <b>Disability</b> <b>Sexual Orientation</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>Minority Ethnic Communities</b> <b>(includes Gypsy/Travellers, Refugees &amp; Asylum Seekers)</b> <b>Women and Men</b> <b>Religious &amp; Faith Groups</b> <b>Disabled People</b> <b>Children and Young People</b> <b>Lesbian, Gay, Bisexual &amp; Transgender Community</b>	<b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>  <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> <input checked="" type="checkbox"/> <b>No</b> <input type="checkbox"/>
<b>Does the policy/strategy contain evidence of the Equality &amp; Diversity Impact Assessment Process?</b>		<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
<b>Is there an implementation plan?</b>		<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
<b>Which officers are responsible for implementation?</b>		<b>Lead Pharmacy Technicians</b>	
<b>When will the policy/strategy take effect?</b>		<b>Immediately</b>	
<b>Who must comply with the policy/strategy?</b>		<b>All Pharmacy staff</b>	
<b>How will they be informed of their responsibilities?</b>		<b>Through line managers</b>	
<b>Is any training required?</b>		<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
<b>If yes, has any been arranged?</b>		<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
<b>Are there any cost implications?</b>		<b>YES</b> <input checked="" type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
<b>If yes, please detail costs and note source of funding</b>		<b>N/A</b>	
<b>Who is responsible for auditing the implementation of the policy/strategy?</b>		<b>David Coulson</b>	
<b>What is the audit interval?</b>		<b>2 yearly</b>	
<b>Who will receive the audit reports?</b>		<b>Sheena Macgregor and Lorna Scahill</b>	
<b>When will the policy/strategy be reviewed and by whom? (please give designation)</b>		<b>Annual - Authors</b>	

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_