

# WORKPLACE ASSESSMENT TOOL

For the week of **January 14, 2019 through January 20, 2019**, please provide the following information: wk201903

## PERSONNEL ANALYSIS

|                        | Mon. | Tues. | Weds. | Thurs. | Fri. | Sat. | Sun. |
|------------------------|------|-------|-------|--------|------|------|------|
| Total Pharmacist Hours |      |       |       |        |      |      |      |
| Total Technician Hours |      |       |       |        |      |      |      |
| Total Clerk Hours      |      |       |       |        |      |      |      |
| Total Man-Power Hours  |      |       |       |        |      |      |      |
| Total Hours Open       |      |       |       |        |      |      |      |

**Is your staffing adequate to allow your pharmacy to safely and efficiently serve the public? If not, what suggestions regarding the staffing of your pharmacy would you make?**

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## PRESCRIPTION ANALYSIS

|                      | Mon. | Tues. | Weds. | Thurs. | Fri. | Sat. | Sun. |
|----------------------|------|-------|-------|--------|------|------|------|
| New Prescriptions    |      |       |       |        |      |      |      |
| Refill Prescriptions |      |       |       |        |      |      |      |
| Total Prescriptions  |      |       |       |        |      |      |      |

Of the Total Prescriptions above, please categorize them as follows:

|                          | Mon. | Tues. | Weds. | Thurs. | Fri. | Sat. | Sun. |
|--------------------------|------|-------|-------|--------|------|------|------|
| Cash Prescriptions       |      |       |       |        |      |      |      |
| 3rd-Party Prescriptions  |      |       |       |        |      |      |      |
| Compounded Prescriptions |      |       |       |        |      |      |      |
| Parenteral Prescriptions |      |       |       |        |      |      |      |

## EQUIPMENT AND WORK CONDITIONS

Please check each of the following that are in your pharmacy:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Pill counter<br><input type="checkbox"/> Baker cell machine<br><input type="checkbox"/> ScriptPro machine<br><input type="checkbox"/> Scan verification system | <input type="checkbox"/> Regularly scheduled breaks for non-pharmacists<br><input type="checkbox"/> Regularly scheduled breaks for pharmacists | <input type="checkbox"/> Direct telephone for physicians<br><input type="checkbox"/> Voice mail for refills<br><input type="checkbox"/> Drive-thru window |
|---|--|---|

# WORKPLACE ASSESSMENT TOOL

For the week of **September 30, 2019 through October 06, 2019**, please provide the following information: wk201940

## PERSONNEL ANALYSIS

|                        | Mon. | Tues. | Weds. | Thurs. | Fri. | Sat. | Sun. |
|------------------------|------|-------|-------|--------|------|------|------|
| Total Pharmacist Hours |      |       |       |        |      |      |      |
| Total Technician Hours |      |       |       |        |      |      |      |
| Total Clerk Hours      |      |       |       |        |      |      |      |
| Total Man-Power Hours  |      |       |       |        |      |      |      |
| Total Hours Open       |      |       |       |        |      |      |      |

**Is your staffing adequate to allow your pharmacy to safely and efficiently serve the public? If not, what suggestions regarding the staffing of your pharmacy would you make?**

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## PRESCRIPTION ANALYSIS

|                      | Mon. | Tues. | Weds. | Thurs. | Fri. | Sat. | Sun. |
|----------------------|------|-------|-------|--------|------|------|------|
| New Prescriptions    |      |       |       |        |      |      |      |
| Refill Prescriptions |      |       |       |        |      |      |      |
| Total Prescriptions  |      |       |       |        |      |      |      |

Of the Total Prescriptions above, please categorize them as follows:

|                          | Mon. | Tues. | Weds. | Thurs. | Fri. | Sat. | Sun. |
|--------------------------|------|-------|-------|--------|------|------|------|
| Cash Prescriptions       |      |       |       |        |      |      |      |
| 3rd-Party Prescriptions  |      |       |       |        |      |      |      |
| Compounded Prescriptions |      |       |       |        |      |      |      |
| Parenteral Prescriptions |      |       |       |        |      |      |      |

## EQUIPMENT AND WORK CONDITIONS

Please check each of the following that are in your pharmacy:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Pill counter<br><input type="checkbox"/> Baker cell machine<br><input type="checkbox"/> ScriptPro machine<br><input type="checkbox"/> Scan verification system | <input type="checkbox"/> Regularly scheduled breaks for non-pharmacists<br><input type="checkbox"/> Regularly scheduled breaks for pharmacists | <input type="checkbox"/> Direct telephone for physicians<br><input type="checkbox"/> Voice mail for refills<br><input type="checkbox"/> Drive-thru window |
|---|--|---|

**What equipment or work condition(s) would improve the efficiency and safety of your pharmacy?**

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**SUGGESTIONS FOR IMPROVEMENT OR COMPLIANCE**

**If the workflow of your pharmacy could be improved, what would your suggestions be?**

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**Are you and all of your other pharmacists counseling every patient for whom counseling is required or would be advisable? If not, what suggestions would you make to improve your pharmacy's compliance with the counseling requirements?**

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**Do you have any other suggestions that would improve the efficiency and safety of your pharmacy?**

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**I have reviewed this Workplace Assessment Tool and have the following comments, observations, or suggestions (if any).**

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Pharmacist Signature \_\_\_\_\_

Date \_\_\_\_\_

**I have reviewed this Workplace Assessment Tool and have the following comments, observations, or suggestions (if any).**

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Pharmacist Signature \_\_\_\_\_

Date \_\_\_\_\_

**I have reviewed this Workplace Assessment Tool and have the following comments, observations, or suggestions (if any).**

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Pharmacist Signature \_\_\_\_\_

Date \_\_\_\_\_

**ACCOMPANYING DOCUMENTATION**

Please have ready the counseling logs for the specified time for inspector review.

I hereby affirm under penalty of perjury and discipline against my and/or my pharmacy's license that the above answers are true and complete.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NAME OF MANAGING PHARMACIST (PRINT)