

WORKPLACE ASSESSMENT TOOL

For the week of **January 20, 2014 through January 26, 2014**, please provide the following information: wk201404

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?

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:

- | | | |
|---|---|--|
| ☐ Pill counter | ☐ Regularly scheduled breaks for non-pharmacists | ☐ Direct telephone for physicians |
| ☐ Baker cell machine | ☐ Regularly scheduled breaks for pharmacists | ☐ Voice mail for refills |
| ☐ ScriptPro machine | | ☐ Drive-thru window |
| ☐ Scan verification system | | |

WORKPLACE ASSESSMENT TOOL

For the week of **May 5, 2014 through May 11, 2014**, please provide the following information:

wk201419

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?**

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:

- ☐ Pill counter
- ☐ Baker cell machine
- ☐ ScriptPro machine
- ☐ Scan verification system

- ☐ Regularly scheduled breaks for non-pharmacists
- ☐ Regularly scheduled breaks for pharmacists

- ☐ Direct telephone for physicians
- ☐ Voice mail for refills
- ☐ Drive-thru window

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

SUGGESTIONS FOR IMPROVEMENT OR COMPLIANCE

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

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?

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

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

Pharmacist Signature _____

Date _____

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

Pharmacist Signature _____

Date _____

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

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)