

## Stock Control

The Standards require Practices to have processes in place to ensure that all medicines (including samples), vaccines, medical consumables and other health products are not stored beyond their expiry dates. Such processes shall include a system to enable the appropriate practice staff to routinely check all stock.

### RACGP Standards

- 5.3.3A** *Our Practice does not use or have medicines, vaccines or medical consumables beyond their expiry date in our practice or doctor's bag(s).*
- 5.3.3B** *Our relevant staff can describe the procedure for checking expiry dates of perishable materials and for disposing of such materials where necessary.*
- 5.3.3C** *Our practice has a written procedure for checking expiry dates of perishable materials and for disposing of such materials where necessary.*

### Assessment methods

- Direct observation of perishables within the practice

Surveyors will review expiry the dates of medicines (including samples), vaccines, medical consumables and the contents of doctors bags.

- Interviews with relevant staff

Relevant staff will be asked to describe the procedure for checking expiry dates and disposing of out of date materials as necessary.

- Document review of written procedure

The Practice must have a written procedure in regards to checking expiry dates of all perishable materials and for disposing of such materials.

### Meeting the standards

Practices should have a system in place for routine checking of all areas where perishable materials are stored including the treatment room, consultation rooms and Doctor's Bags. A checklist would be beneficial to ensure all out of date perishable materials are identified and disposed of in the correct manner. This system shall be included in the practices policy and procedure manual and be read and understood by all relevant staff.

### Best practice:

Practices should have a system in place for the routine checking of all areas where perishable materials are stored including the treatment room, consultation rooms and doctors' bags. A checklist is considered beneficial to ensure that all out of date perishable materials are identified and disposed of in the correct manner. Such a system would be included in the Practice's policy and procedure manual and be read and understood by all relevant staff.