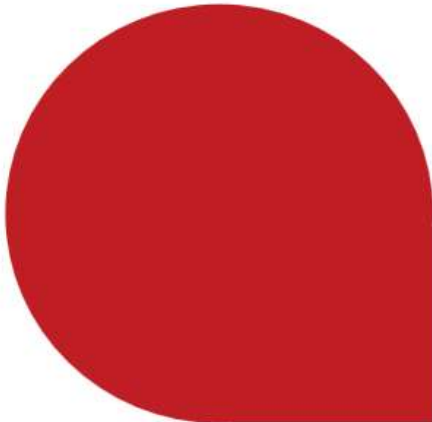




Office of Health Standards Compliance
Ensuring quality and safety in health care



v1.2.1

Pharmaceutical Stores

**Regulatory Private Acute
Hospital Inspection tool**

Facility:
Date:

- **Tool Name:** Regulatory Private Acute Hospital Inspection Tool v1.2.1
- **HEs Type:** Hospitals
- **Sector:** Private
- **Specialization:** Private Acute Hospital
- **Created By:** Health Standards Development and Training

46 Pharmaceutical Stores

Domain 46.2 CLINICAL GOVERNANCE AND CLINICAL CARE

Sub Domain 46.2.1 7 Clinical management.

Standard 46.2.1.1 7(1) The health establishment must establish and maintain clinical management systems, structures and procedures that give effect to national policies and guidelines.

Criterion 46.2.1.1.1 7 Health care personnel must be informed about standard operating procedure and guidelines.

46.2.1.1.1.1 Health care personnel have been informed about the policy or standard operating procedure or procedure or guideline for management of medical supplies.

Assessment type: Document - **Risk rating:** Essential measure

Documented evidence that personnel have been informed about the policy or standard operating procedure or procedure or guideline for management of medical supplies must be available. This could include but is not limited to distribution lists which include personnel signatures to indicate they have read and understood the document (which must be dated and signed), proof of attendance at meetings where policies, guidelines and standard operating procedures are discussed, or similar evidence for electronic distribution which could include but not limited to email distribution or documents deposited in intranet or other electronic platforms.

Not applicable: Never

Score	Comment

Domain 46.3 CLINICAL SUPPORT SERVICES

Sub Domain 46.3.1 10 Medicines and medical supplies.

Standard 46.3.1.1 10(1) The health establishment must comply with the provisions of the Pharmacy Act, 1974 and the Medicines and Related Substances Act, 1965.

Criterion 46.3.1.1.1 10(2)(a) The health establishment must implement and maintain a stock control system for medicine and medical supplies.

46.3.1.1.1.1 The health establishment has a system to order medical supplies.

Assessment type: Observation - **Risk rating:** Essential measure

Observe if there is a manual or electronic system to order medical supplies in place.

Not applicable: Never

Score	Comment

46.3.1.1.1.2 The stock control system shows minimum and maximum levels and/or reorder/preferred levels for medical supplies.

Assessment type: Observation - **Risk rating:** Essential measure

Each item held as stock must have documented minimum, maximum and/or reorder/preferred levels.

These levels must be recorded on the bin cards or equivalent. The system may be manual or electronic.

Not applicable: Never

Score	Comment

46.3.1.1.1.3 Physical stock for medical supplies corresponds to stock control system.

Assessment type: Observation - **Risk rating:** Essential measure

Randomly select five items held as stock and verify whether their availability corresponds with the balance indicated on the bin cards or equivalent. The system may be manual or electronic. Score 1 if compliant and 0 if not compliant.

Score	Comment	
Aspects	Score	Comment
1. Item 1		
2. Item 2		
3. Item 3		
4. Item 4		
5. Item 5		

46.3.1.1.1.4 A stock take for medical supplies was conducted in the previous twelve months.

Assessment type: Document - **Risk rating:** Vital measure

Evidence must be available in the form of a report or other documented evidence including a variance report, indicating that a stock take has been completed in the previous twelve months. Document must be signed and dated.

Not applicable: Never

Score	Comment

Criterion 46.3.1.1.2 10(2)(b) The health establishment must ensure the availability of medicines and medical supplies for the delivery of services.

46.3.1.1.2.1 Basic medical supplies (consumables) are available.

Assessment type: Observation - **Risk rating:** Vital measure

Request the list of medical supplies/consumables for the health establishment, randomly sample thirty items and check whether the sampled items are available and not expired (where applicable). Document the name of the non-compliant

items that were sampled. Score 1 if the selected item is available and not expired (where applicable) or 0 if not available or expired or if there is no list of medical supplies/consumables available.

Score	Comment		
Aspects	Score	Comment	
1. Item 1			
2. Item 2			
3. Item 3			
4. Item 4			
5. Item 5			
6. Item 6			
7. Item 7			
8. Item 8			
9. Item 9			
10. Item 10			
11. Item 11			
12. Item 12			
13. Item 13			
14. Item 14			
15. Item 15			
16. Item 16			
17. Item 17			
18. Item 18			
19. Item 19			
20. Item 20			
21. Item 21			

22. Item 22		
23. Item 23		
24. Item 24		
25. Item 25		
26. Item 26		
27. Item 27		
28. Item 28		
29. Item 29		
30. Item 30		

46.3.1.1.2.2 Medical supplies are stored and managed in compliance with medical supply management principles.

Assessment type: Observation - **Risk rating:** Vital measure

Verify whether the medical supplies storage area complies with the aspects listed below. Score 1 if the aspect is compliant and 0 if not compliant. Where medical supplies are not stored in the unit, score not applicable.

Score	Comment	
Aspects	Score	Comment
1. Pharmaceutical stores has sufficient space in storage area for orderly arrangement of stock and proper stock rotation. Explanatory note: Verify that medical supplies are not stored up to the ceiling or against windows. There should be sufficient space to move around the storage area without the risk of falling or injury while attempting to locate and retrieve medical supplies.		
2. Storage area is free of cracks, holes or signs of water damage.		
3. Storage area is clean (shelves are dusted, floor is swept, and walls are clean).		
4. Medical supplies are stored according to a classification system.		
5. Medical supplies are not stored in direct contact with floor (i.e. on a shelf or pallet).		

Domain 46.5 FACILITIES AND INFRASTRUCTURE

Sub Domain 46.5.1 14 Management of buildings and grounds.

Standard 46.5.1.1 14(1) The health establishment and their grounds must meet the requirements of the building regulations.

Criterion 46.5.1.1.1 14(2)(d) The health establishment must as appropriate for the type of buildings and grounds of the establishment have ventilation systems that maintain the inflow of fresh air, temperature, humidity and purity of the air within specified limits set for different service areas such as theatres, kitchen and isolation units.

46.5.1.1.1.1 The pharmaceutical stores has a functional air conditioner(s).

Assessment type: Observation - **Risk rating:** Vital measure

Verify whether the air conditioner(s) switches on and off and provides cold/cool air to the room in accordance with the temperature setting.

Not applicable: Never

Score	Comment

Official Sign-Off

The National Health Act, 2003 (Act No. 61 of 2003) provides for quality requirements and standards in respect of health services provided by health establishments to the public. The main objective is to promote and protect the health and safety of the users of health services and contribute to improved outcomes and improved population health.

To achieve this mandate standardised inspection tools aligned to Norms and Standards Regulations applicable to different categories of health establishments promulgated by the Minister of Health in 2018 have been developed for Private Acute Hospitals.

Acknowledgments

Many people have contributed to the update of the Private Acute Hospital Inspection Tools version 1.2.1. The Office of Health Standards Compliance wishes to extend the most heartfelt acknowledgment and gratitude to the following:

- Health Standards Development and Training unit team (Ms. Izelle Loots, Mr. Jabu Nkambule, Ms. Busisiwe Mashinini, Ms. Derelene Hans, and Ms. Andiswa Mafilika) for the update of the Private Acute Hospital inspection tools.
- The internal OHSC teams (Compliance Inspectorate, for their contribution during the update of the Private Acute Hospital inspection tools).

It is hereby certified that the Regulatory Private Acute Hospital Inspection tools version 1.2.1 was updated by the Office of Health Standards Compliance.




SIGNATURE:

MS. WINNIE MOLEKO

EXECUTIVE MANAGER: HEALTH STANDARDS, DEVELOPMENT ANALYSIS AND SUPPORT

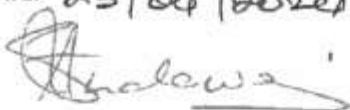
DATE: 1804/2024

SIGNATURE: 

DR MATHABO MATHEBULA

CHIEF OPERATIONS OFFICER: OHSC

DATE: 23/04/2024

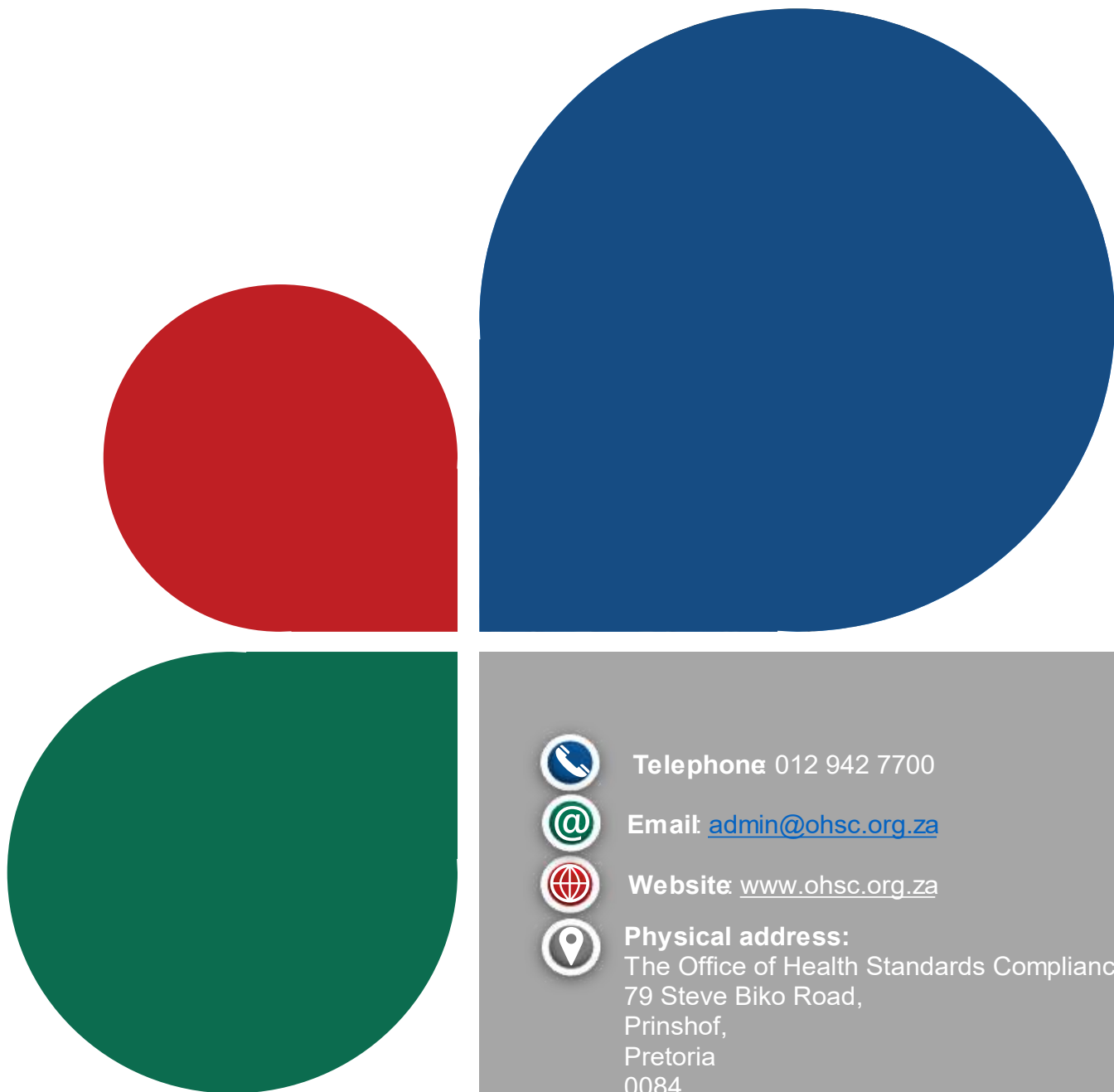


SIGNATURE:

DR SIPHIWE MNDAWENI

CHIEF EXECUTIVE OFFICER: OHSC

DATE: 23/04/2024



Telephone 012 942 7700



Email: admin@ohsc.org.za



Website: www.ohsc.org.za



Physical address:

The Office of Health Standards Compliance,
79 Steve Biko Road,
Prinshof,
Pretoria
0084



Postal Address:

Private Bag X21
Arcadia
0007



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