

Checklist 1 Skills assessment checklist for compounding process

Name:

Position:

Date:

Compounding steps	Compliant	Non-compliant
1. Consider whether the compounded preparation prescribed is appropriate and safe for the patient, based on the therapeutic intention (pharmacist).		
2. Determine whether a valid formula exists; if not, develop a Master Formula, in consultation with experts and/or reliable resources. Ensure that the Master Formula includes instructions for special handling considerations.		
3. Calculate and verify the quantities of each ingredient required on the compounding record (pharmacist/pharmacist or pharmacist/pharmacy technician).		
4. Ensure that personnel responsible for compounding are wearing the appropriate personal protective equipment (cap, mask, gloves) and a clean laboratory coat or disposable gown.		
5. For preparations that contain hazardous products, ensure that personnel wear the appropriate personal protective equipment: cap, safety goggles, two pairs of gloves, an N95 mask and face protection, a gown and shoe covers, depending on the substance used.		
6. Ensure that only one preparation is being compounded at a time.		
7. Gather the ingredients and necessary equipment. Ensure that the equipment is ready for use (clean and in good repair).		
8. Measure each ingredient using appropriate equipment in accordance with the compounding record.		
9. Use an independent check to confirm each ingredient and its quantity with the compounding record, before the preparation is compounded.		
10. Ensure that compounding of the preparation is in line with the Master Formulation Record and the prescription, as well as with good practice and pharmacy science (compounding pharmacist/pharmacy technician).		
11. Verify that the labelling complies with requirements of the provincial/territorial pharmacy regulatory authority:		
a. All active ingredients and the concentration of each ingredient are identified on the label.		
b. The beyond-use date is marked on the label.		
c. The storage information has been added.		
12. Approve, through an independent check, the appearance of the final preparation (clarity, odour, colour, consistency, pH, etc.) and sign the compounding record.		
13. Ensure that the area and equipment are cleaned immediately after use, according to manufacturer's directions or standards, and dried.		
14. Ensure that the products, ingredients and equipment are put away immediately after use for proper storage.		