Table 3 Examples of policies and procedures

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POLICIES AND PROCEDURES FOR NON-STERILE PREPARATIONS		
#	**Topic**	✓
A	**PERSONNEL AND FACILITIES**	
1	**Obligations of personnel**	
1.1	Attire and dress code (e.g., personal clothing, jewelry, hairstyles)	☐
1.2	Health conditions (reasons for temporary withdrawal from compounding activities)	☐
1.3	Expected behaviour in compounding areas (e.g., no drinking, eating or other activities not related to compounding; expectation that procedures will be followed; avoidance of unnecessary conversations)	☐
2	**Training and assessment of personnel**	
2.1	Initial training and assessment program	☐
2.2	Program to assess maintenance of competency	☐
2.3	Training and assessment of cleaning and disinfecting personnel	☐
2.4	Additional training in all aspects of handling and compounding complex or hazardous products	☐
3	**Delegation and appropriate supervision of activities**	
3.1	Delegation of technical activities to persons other than pharmacists or pharmacy technicians	☐
4	**Facilities and equipment**	
4.1	Access to controlled area or room	☐
4.2	Necessary facilities and equipment	☐
4.3	Maintenance of facilities and equipment (e.g., certification of rooms and instruments, calibration, maintenance of pre-filters and high-efficiency particulate air filters, verification of pressure)	☐
4.4	Cleaning activities for facilities and equipment	☐
B	**COMPOUNDED NON-STERILE PREPARATIONS**	
1	Determining beyond-use dates of products used in a preparation	☐
2	Determining beyond-use dates of final preparations	☐
3	Hand hygiene	☐
4	Personal protective equipment in compounding areas and for compounding	☐
5	Bringing equipment and products into the room	☐
6	Deactivation, decontamination and cleaning of the C-PEC (containment primary engineering control)	☐
7	Receipt, unpacking and storage of hazardous products	☐
8	Verification of the compounding process (including validation of calculations by a pharmacist) and of final preparations	☐
9	Labelling of final preparations	☐
10	Packaging of final preparations	☐
11	Storage of products used and final preparations	☐
12	Transport and delivery of final preparations (to the patient, to patient care units or to the dispensing pharmacist)	☐
13	Recording of preparations in the patient file	☐
14	Hazardous waste management (e.g., at the pharmacy, returns from patients or patient care units, instructions to patients)	☐
15	Action to be taken in case of accidental exposure of personnel to hazardous products (eyewash station)	☐
16	Spills and spill management	☐
17	Recall of products, ingredients or compounded non-sterile preparations	☐
C	**QUALITY ASSURANCE PROGRAM**	
1	Verification and maintenance of equipment, verification of appropriate storage of ingredients	☐
2	Environmental control of facilities and primary engineering control (e.g., pressure verification, air and surface sampling plan)	☐
3	Environmental monitoring of chemical contamination for hazardous products	☐
4	Quality assurance of compounded sterile preparations (e.g., existence of a protocol, compliance with prescription, documentation in logs)	☐