

Template 1 Template for developing a procedure

<b>Pharmacy/Hospital Pharmacy Department:</b>	<b>Procedure #:</b>	
	Revised: Yes <input type="checkbox"/> No <input type="checkbox"/>	Date:
	Approved by:	
	Effective date:	
<b>Procedure title:</b>		
<b>Aim and objective:</b>		
<b>Target personnel:</b> <input type="checkbox"/> Compounding supervisor <input type="checkbox"/> Pharmacist <input type="checkbox"/> Pharmacy technician <input type="checkbox"/> Non-regulated personnel <input type="checkbox"/> Cleaning personnel <input type="checkbox"/> Other:		
<b>Required facilities, equipment and material:</b>		
<b>Procedures:</b>		
<b>List of logs and assessment of competencies required for this procedure:</b>		
<b>References:</b>		
<b>Procedure history:</b> Page <input type="checkbox"/> of <input type="checkbox"/> <b>Drafted by:</b> _____ (Pharmacist)		
<b>Procedure #:</b>	Revision: <input type="checkbox"/> Full <input type="checkbox"/> Partial	Date:
Revised by: (Pharmacist)	<b>Amended version:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Change(s) made:		
<b>Procedure #:</b>	Revision: <input type="checkbox"/> Full <input type="checkbox"/> Partial	Date:
Revised by: (Pharmacist)	<b>Amended version:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Change(s) made:		