Inserted Approval Procedures Scheduled Medicine & Poisons

Approval Procedures for S2, S3, & S4 Poisons

Scheduled Substance Coordinators

1. Search the Poisons Standard on the Federal Register of Legislation
2. Open and view the latest In Force version
3. Search the Standard for entries related to the item in question and confirm the Schedule (if any it falls within.
4. Take care to consider the end use and any form or concentration information to ensure the correct Schedule is applied for substances that appear in multiple schedules.
5. Once scheduling has been confirmed, confirm the Gsafe Risk Assessment cited and finalise assessment
6. Enter the assessment comments in the 'Enter Approver Comments window' in the following format. For Approved orders:

> *GU Scheduled Substance Coordinator Assessment:*
>
> *Line 2 Schedule 4 Poison (MPA, MPR) - Approved for supply*

For items not meeting approval:

> *GU Scheduled Substance Coordinator Assessment:*
>
> *Line 2 Schedule [2,3,4] Poison (MPA, MPR) – Criteria for supply not met.*
>
> *Reason:*
> - *Inadequate Gsafe Risk Assessment*
> - *Requester does not have General Approval delegation*
> - *No High-Risk Poison activity dealing approved for use.*
>
> *Instruction:*
> - *Update RA and resubmit for approval*
> - *Ensure requesters School, Group, Institute, Faculty has GA delegation*
> - *Include a HRP Dealing number*

7. Select the Approve, Deny or Pushback button as appropriate (Figure 1).

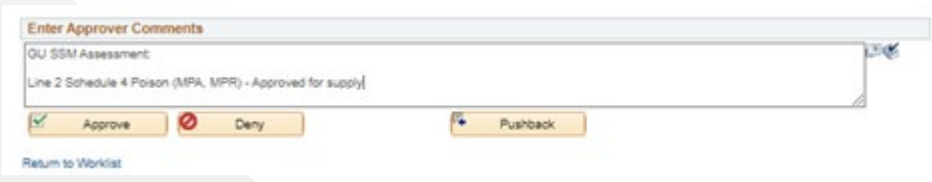


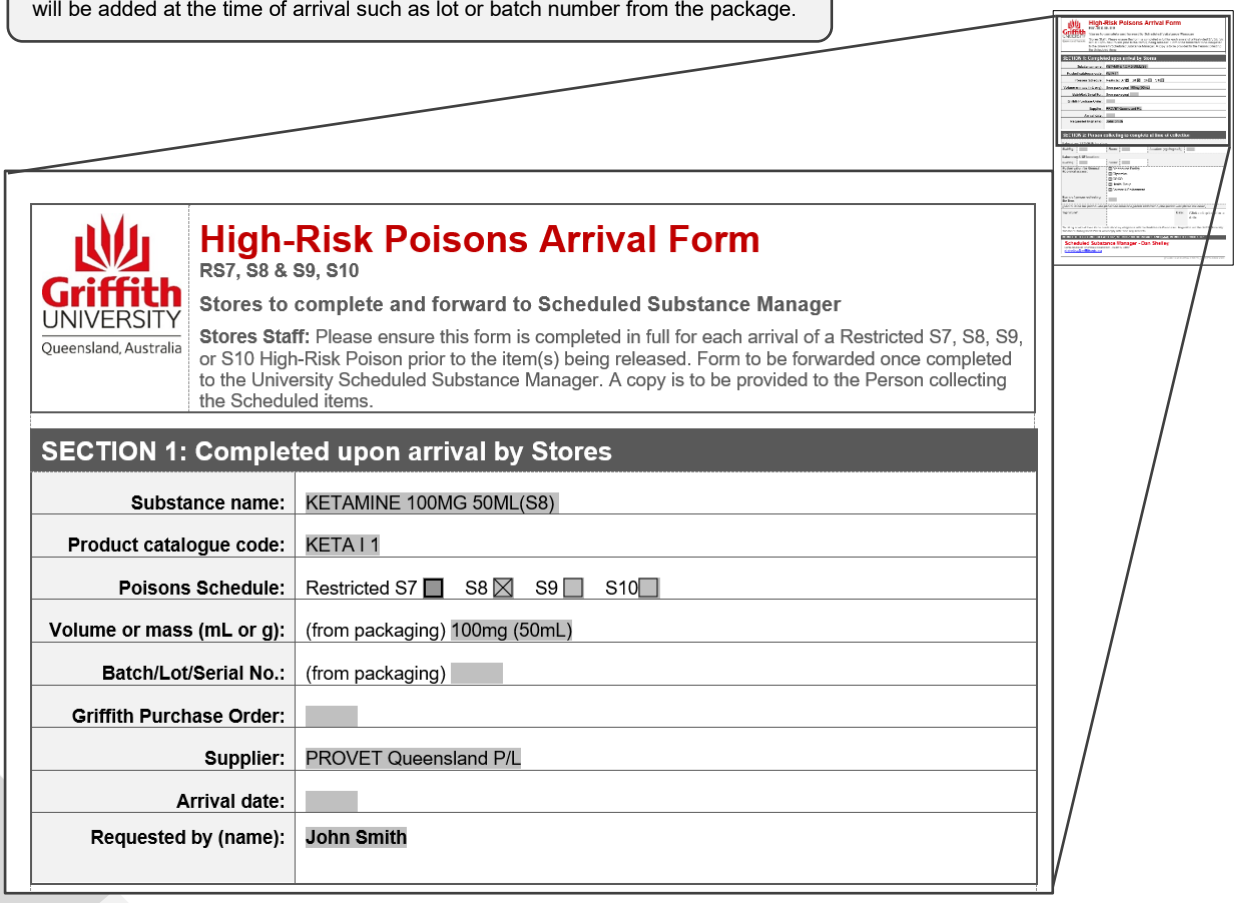
Figure 1

Approval Procedures for RS7, S8, S9 & S10 High-Risk Poisons

Scheduled Substance Managers

- All of the steps for approval of S2,3,4 Poisons are applied with the following additions/modifications:
- For Step 5 above, also ensure that an approved Activity Dealing for High-Risk Poisons has been listed and can be verified as appropriate to cover the Requestors proposed end-use.
- For Step 7 replace ‘Coordinator’ with ‘Manager’
- Following approval at Step 7, notify the relevant store of the impending arrival of the High-Risk Poison via email and attach a High-Risk Poison Arrival Form with prefilled information in Section 1 where available. See the below example in Figure 1
- Ensure an entry is made in the High-Risk Poison Arrival Register, and that follow up is conducted on a regular basis to reconcile requests made with arrival form documentation.
- As completed forms are received as a copy from the Store, keep a digital copy as a Record within the Scheduled Substance Arrivals section of the H&S Specialist SharePoint site.

Complete Section 1 with detail from the Purchase Requisition. Some information will be added at the time of arrival such as lot or batch number from the package.



Griffith UNIVERSITY
Queensland, Australia

High-Risk Poisons Arrival Form

RS7, S8 & S9, S10

Stores to complete and forward to Scheduled Substance Manager

Stores Staff: Please ensure this form is completed in full for each arrival of a Restricted S7, S8, S9, or S10 High-Risk Poison prior to the item(s) being released. Form to be forwarded once completed to the University Scheduled Substance Manager. A copy is to be provided to the Person collecting the Scheduled items.

SECTION 1: Completed upon arrival by Stores

Substance name:	KETAMINE 100MG 50ML(S8)
Product catalogue code:	KETA I 1
Poisons Schedule:	Restricted S7 ☐ S8 ☒ S9 ☐ S10 ☐
Volume or mass (mL or g):	(from packaging) 100mg (50mL)
Batch/Lot/Serial No.:	(from packaging)
Griffith Purchase Order:	
Supplier:	PROVET Queensland P/L
Arrival date:	
Requested by (name):	**John Smith**

Figure 2: **Complete items from Section 1 with available information.**