

Appendix 1 - NCP0177 – Medication Recall

BHS Medication Recall Tracking Tool

This tool is completed by Pharmacy staff in the event of a medication recall. Where no stock is held in an area, mark the quantity as 'Not stocked (or NS)' and sign. Resuscitation trolleys or other areas outside of the imprest must be included when checking for medication that has been recalled. Attach a copy of the recall notice or any other related paperwork (e.g. memo) to this form.

MEDICATION (generic, brand, strength, form):

Date recall received: / / Recall from (Company Name / TGA)

Reason for recall:

Batches and expiries affected:

COMMUNICATION METHOD: **TIME CRITICAL:** YES / NO (circle as applicable)

Published on Pharmacy intranet page? ☐

Copy of Notice with Stock ☐

Recommended Instructions and Action

.....

LOCATION	Quantity Affected (ie 'Nil' if no affected stock) Use 'if no stock kept	Date	Signature	Stock replaced (quantity)	Date	Signature
Ballarat Health Services - main campus						
Main Pharmacy						
BRICC Pharmacy						
2 North						
2 South						
2 West						
3 North						
3 South						
3 West						
4 North						
4 South						
4 West						
5 North						
5 South						
Adult Acute Unit						
After Hours Cupboard						
Ballarat Diagnostic Suite						
Cardiovascular Suite						
Critical Care Unit						
Day Oncology						
Dialysis						
Emergency Dept						

Appendix 1 - NCP0177 – Medication Recall

LOCATION	Quantity Affected (ie 'Nil' if no affected stock) Use 'n/a' if no stock kept	Date	Signature	Stock replaced (quantity)	Date	Signature
Emergency Cupboard						
Endoscopy						
Hospital in the Home						
Medical Day Unit						
Operating Theatre						
Perioperative Day Unit						
Radiology						
Short Stay Unit						
Sovereign House						
Special Care Nursery						
Infection Control						
<i>Other</i>						
Ballarat Health Services - Queen Elizabeth Centre						
Gandarra						
Inpatient Rehab						
Jim Gay Unit						
Steele Haughton Unit						
External facilities (Use N/I for 'None Issued')						
Beaufort Hospital						
Hepburn Health						
Skipton Hospital						
Creswick Hospital						
Eastern View (CCU)						
Other						
TOTAL						

Location of Quarantined stock Labelled as quarantined? ☐

Director of Pharmacy (or delegate) signature when all stock recalled: _____

Print Name

Date / /

Comments (if any):