

<Your Pharmacy> utilises National Custom Compounding (NCC) as a (Partner Pharmacy) Third Party Compounding Service and does not compound simple or complex items in the pharmacy.

National Custom Compounding is a registered community pharmacy and adheres to QCPP standards. National Custom Compounding follows several more in-depth SOPs (standard operating procedures), for this QCPP document, the *Partner Pharmacy program* follows the standard P2C for each compound received.

Please see the end of this document for Partner Pharmacy guidelines & terms.

Action	Related procedure or template	Responsibility for the action
* 1. Ensure any compounding is undertaken by a pharmacist (if possible) or a suitably qualified and supervised staff member.	Nil	NCC
* 2. Ensure ingredients are available, have been stored appropriately, are visibly uncontaminated, are of pharmacopoeial standard and the containers are suitable and clean (e.g. light resistant containers). Do not conduct the compounding if you have concerns about these issues.	Nil	NCC
* 3. Prepare a compounding area, which is away from other dispensing activities within the area in which dispensing occurs.	Nil	NCC
* 4. Clean all equipment and surfaces prior to the compounding activity.	Nil	NCC
* 5. Confirm all equipment has been calibrated. If equipment is uncalibrated, do not undertake the compounding activity until the equipment is calibrated. Make alternative arrangements if necessary.	T5B Equipment Calibration/ Maintenance Schedule and Record	NCC
6. Develop a compounding worksheet for documenting the ingredients and procedure used for compounding Goods, where no product compounding worksheet exists. Add the new worksheet to the folder of standard worksheets.	Nil	NCC
7. Refer to the compounding worksheets that have the formulae and procedure for Goods compounded on a regular basis.	T2B Compounding Worksheet	NCC
8. Ensure notes and calculations are recorded on the compounding worksheet.	Nil	NCC
9. Conduct the compounding in accordance with the product compounding worksheet, recording the source, batch numbers and expiry dates where appropriate.	T2B Compounding Worksheet	NCC
* 10. Ensure the compounded medicine label includes the approved pharmacopoeial name (when available). When no pharmacopoeial name exists, the label must contain all therapeutic ingredients and their amounts/proportions. All labels must include appropriate ancillary warnings as recommended in the APF, and the expiry date. Consider advising the Customer about any preservatives used.	Nil	NCC
* 11. Provide instructions to Customers about the appropriate use and storage of the compounded medicine.	Nil	NCC
* 12. Clean the compounding area and equipment. Return any unused and unadulterated portions to storage.	Nil	NCC