

1.7 RETENTION PERIOD FOR VARIOUS DOCUMENTS

The various documents relating to blister pack production must be retained for a certain time period to ensure adequate follow up at all stages of the production cycle. Here is a checklist for standardizing information.

DOCUMENT	RETENTION PERIOD...	LOCATION
External Drugs Report	Hold onto for about one month, until all prepared drugs have been dispensed. Display most recent dates at the top.	
Patient File List Dispensing Report	Hold onto for two years, for filing and retraceability purposes.	
Production Events Report	Hold onto for about one month, until all prepared drugs have been dispensed. Display most recent dates at the top.	
SynMed® Error Sheet (Document 2.6) (to keep track of jumpers, duplicates, breakages, affected blisters, etc.)	Hold onto for one month, allowing enough time to compile and take corrective action.	
Inventory Management Guide Report	To be used only during replenishment cycle.	
Robot Maintenance Record (filled in during visits by technical support staff)	To be inserted in SynMed® binder during installation, in chronological order. The Technician submits a maintenance or service report during each visit. It is advisable to keep a record of robot maintenance.	
Transaction Billing Report (Allows for tracking drugs dispensed according to specific categories, sites and time periods. The class of each drug dispensed should be included in the Drugs Tab of this report.)	This report is useful when producing blister packs for another pharmacy. Store in a binder which will constitute the relevant drug sales record. It can be used for annual inventory purposes or for keeping track of specific drug category.	
Dispensed Lot Number Report (generated when a drug has been recalled and a list of patients and dispensed lots must be accessed)	Hold onto for two years, for follow-up reminders as needed.	
Companion Guide for SynMed® Blister Pack Production	Keep up to date and accessible	
Production Technician Training Log (Document 1.5)	Keep up to date and at all times with procedures.	
Record of Acknowledgement of SynMed® Procedures (Document 2.7)	Keep up to date and at all times with procedures.	
Production Technicians and Access Levels Log (Document 1.6)	Keep up to date and at all times with procedures.	