

Daily Log		A daily log must be completed for each pharmacist observed each day		
Date	Pharmacist:		Hours Worked	Hours Observed
	Approval Number:			
Pharmacist Workload				
Does the pharmacist get a designated lunch break? Yes / No				
Approx. time spent on these tasks (in minutes)				
Dispensing/Checking		Staff Rosters		
Websterpak/Dosette Checking		Ordering Disp stock		
Serving General Customers		Ordering Shop stock		
Serving Customers with medication related issues		Other:		
		Other:		
Administrative Tasks		Other:		
Staff Pays		Other:		
Banking		Other:		
Prescription Handling	Non-Dispensary Staff	Dispensary Assistants	Pre-reg and pharmacists	Total
Collecting prescription & patient details	%	%	%	100%
Processing prescription through computer	%	%	%	100%
Collecting stock for prescription	%	%	%	100%
Labelling prescription	%	%	%	100%
Checking prescription	%	%	%	100%
Handing out prescription	%	%	%	100%
Counselling patient	%	%	%	100%
Collecting payment for prescription	%	%	%	100%