

## Compounding : Skill Assessment Form

To be performed yearly by all compounding personnel yearly. If any skills are found to be non-compliant, please informed Pharmacy Manager. Once addressed by PM, re-assessment to be performed within 30 days.

Copies of forms to be stored in  
 Dropbox/Akron/Documentation/Compounding/Skills Assessment Forms/

Name of Compounder: \_\_\_\_\_

Name of Assessor: \_\_\_\_\_

Date: \_\_\_\_\_

<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-compliant	Step
<input type="checkbox"/>	<input type="checkbox"/>	1. Consider whether the compounded preparation prescribed is appropriate and safe for the patient, based on the therapeutic intention (pharmacist).
<input type="checkbox"/>	<input type="checkbox"/>	2. Determine whether a valid formula exists; if not, develop a Master Formula in consultation with experts and/or reliable resources. Ensure that the Master Formula includes instructions for special handling considerations.
<input type="checkbox"/>	<input type="checkbox"/>	3. Calculate and verify the quantities of each ingredient required on the compounding record (pharmacist / pharmacist or pharmacy technician).
<input type="checkbox"/>	<input type="checkbox"/>	4. Ensure that personnel responsible for compounding are wearing appropriate personal protective equipment (cap, mask, gloves) and a clean laboratory coat or disposable gown.



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<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-compliant	Step
<input type="checkbox"/>	<input type="checkbox"/>	<b>5.</b> For preparations containing hazardous products, ensure personnel wear appropriate PPE: cap, safety goggles, two pairs of gloves, N95 mask and face protection, gown, and shoe covers, depending on the substance used.
<input type="checkbox"/>	<input type="checkbox"/>	<b>6.</b> Ensure that only one preparation is being compounded at a time.
<input type="checkbox"/>	<input type="checkbox"/>	<b>7.</b> Gather ingredients and necessary equipment. Ensure equipment is ready for use (clean and in good repair).
<input type="checkbox"/>	<input type="checkbox"/>	<b>8.</b> Measure each ingredient using appropriate equipment in accordance with the compounding record.
<input type="checkbox"/>	<input type="checkbox"/>	<b>9.</b> Use an independent check to confirm each ingredient and its quantity with the compounding record before compounding.
<input type="checkbox"/>	<input type="checkbox"/>	<b>10.</b> Ensure compounding is performed in line with the Master Formulation Record and the prescription, as well as good practice and pharmacy science (compounding pharmacist / pharmacy technician).
<input type="checkbox"/>	<input type="checkbox"/>	<b>11a.</b> Verify that labelling complies with requirements of the provincial/territorial pharmacy regulatory authority: all active ingredients and the concentration of each ingredient are identified on the label.
<input type="checkbox"/>	<input type="checkbox"/>	<b>11b.</b> The beyond-use date is marked on the label.
<input type="checkbox"/>	<input type="checkbox"/>	<b>11c.</b> The storage information has been added.
<input type="checkbox"/>	<input type="checkbox"/>	<b>12.</b> Approve, through an independent check, the appearance of the final preparation (clarity, odour,



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<input type="checkbox"/> Compliant	<input type="checkbox"/> Non-compliant	Step
		colour, consistency, pH, etc.) and sign the compounding record.
<input type="checkbox"/>	<input type="checkbox"/>	<b>13.</b> Ensure that the area and equipment are cleaned immediately after use, according to manufacturer's directions or standards, and dried.
<input type="checkbox"/>	<input type="checkbox"/>	<b>14.</b> Ensure that the products, ingredients, and equipment are returned to proper storage.