Recall test record

Form | PHA-FRM-002

Document type	Form
Title	Recall test record
Document ID	{{facility.code}}-PHA-FRM-002
Version and status	1.0 | Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 17 (Pharmacy), criterion 17.8
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records a recall from the notice to the removal of stock and the contact with each patient affected.

1. How to complete

- Record the notice received and the batch affected.
- Record the time each item is found and removed.
- Record each patient identified and contacted, with the time.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Recall notice (date received)	Yes	[ ]	[ ]	[ ]	Action and who to tell
2	Batch affected	Yes	[ ]	[ ]	[ ]	Action and who to tell
3	Stock located and removed (time)	Yes	[ ]	[ ]	[ ]	Action and who to tell
4	Patients identified and contacted (time)	Yes	[ ]	[ ]	[ ]	Action and who to tell
5	Recorded by	Yes	[ ]	[ ]	[ ]	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on the WHO Medication Without Harm guidance (2017) and the WHO Good storage and

ID	Source and status
	distribution practices (2010).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval