Organisation name Site or unit		REGISTER Pharmacist rota and cover register	
Document ID	PHA-REG-001	**Version**	1.0
Status	Blank form, to adapt	**Issue date**	
Review date		**Replaces**	
Owner		**Approved by**	
Signature			

Standards › **Standard 17** › **Registers and logs**

Register · PHA-REG-001 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 17.3

1. Purpose

Records the pharmacist on duty for each session, matched to opening hours, and any gap in cover.

2. How to complete

- Record the pharmacist on duty for each session before opening.
- Record any gap in cover and the action taken.
- Record the pharmacist's registration number.

3. Checks

Check	Entry
Date and session (opening hours)	Yes
Accountable pharmacist on duty (name)	Yes
Registration number (verified)	Yes
Gap in cover and action taken	Yes
Recorded by	Yes

4. Evidence

Reference	Note
E-009	Based on the WHO Medication Without Harm guidance (2017) and the WHO Good storage and distribution practices (2010).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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