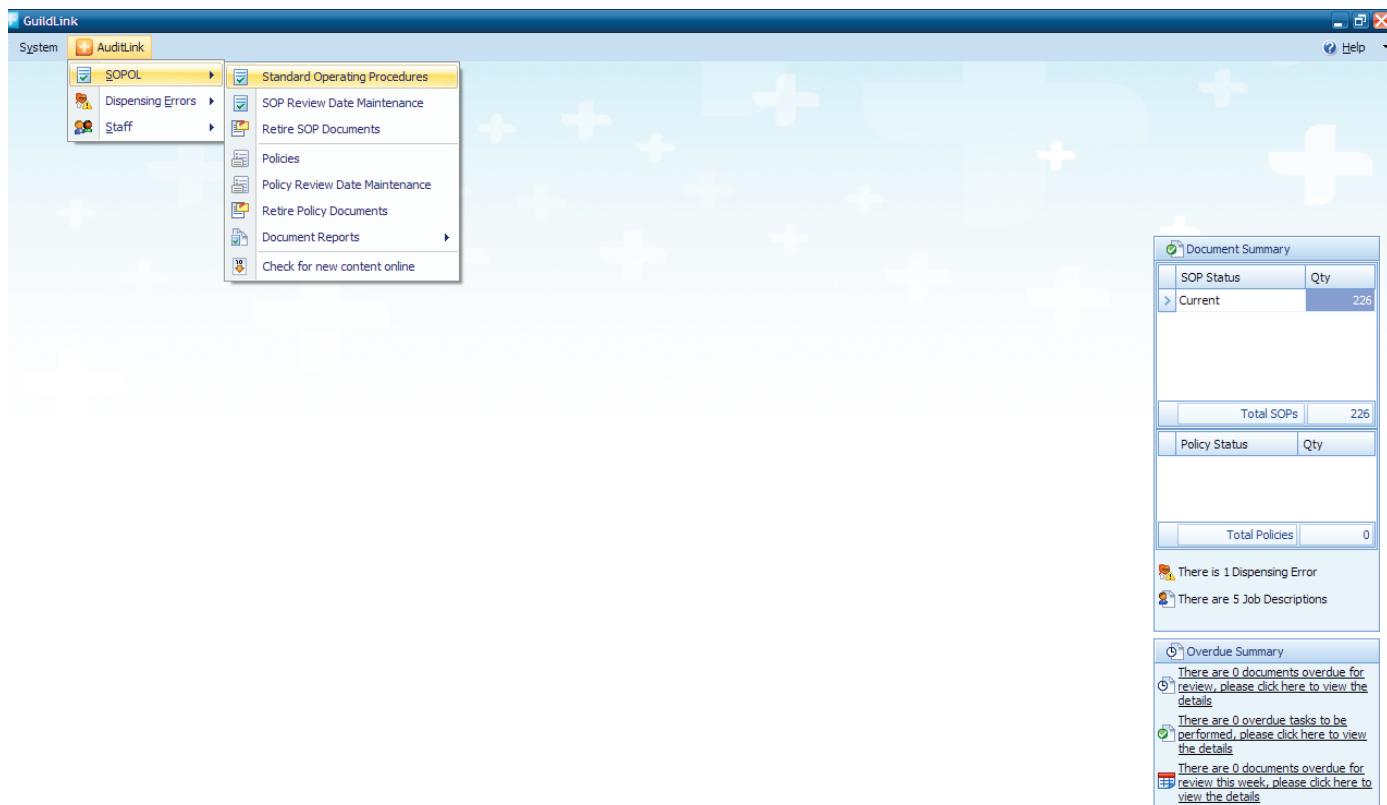


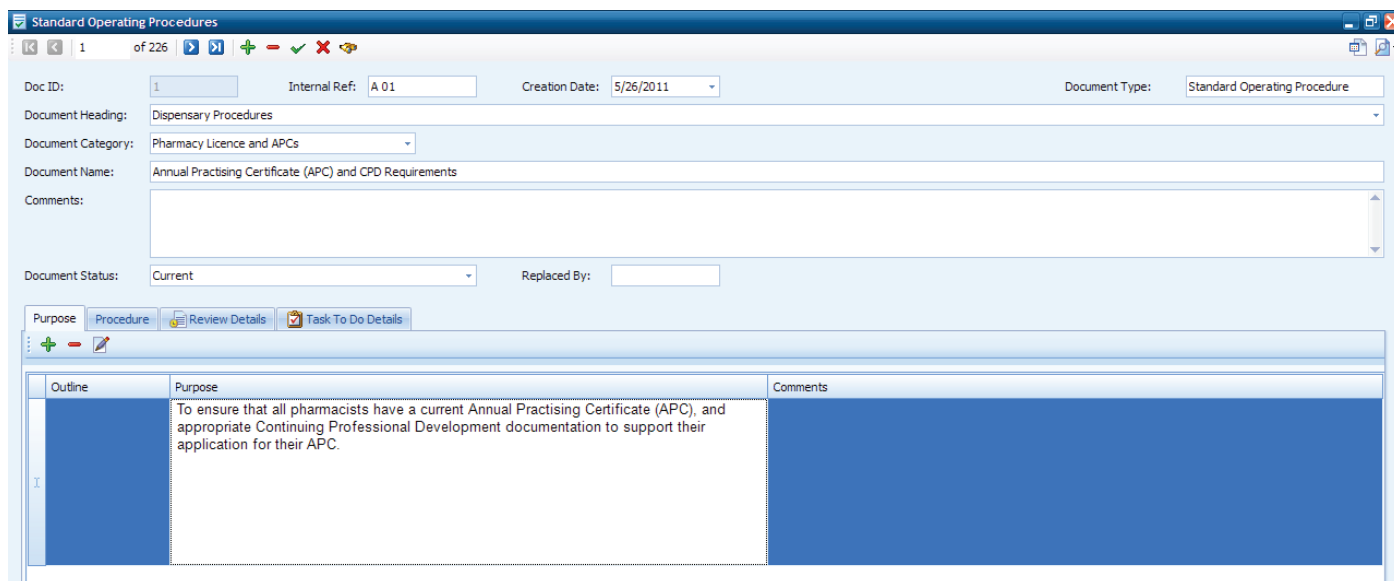
GuildLink® screen shots

GuildLink® has been designed to administer multiple modules. Your purchase comes with the first module - AuditLink®. AuditLink® provides you with a tool to manage standard operating procedures, job descriptions, dispensing errors, policies and staff training. Below is a selection of screen shots of AuditLink®.

AuditLink® menu options:



Standard operating procedures - Purpose screen:



Standard operating procedures - Procedure screen:

Doc ID: 1 Internal Ref: A 01 Creation Date: 5/26/2011 Document Type: Standard Operating Procedure

Document Heading: Dispensary Procedures

Document Category: Pharmacy Licence and APCs

Document Name: Annual Practising Certificate (APC) and CPD Requirements

Comments:

Document Status: Current Replaced By:

Purpose Procedure Review Details Task To Do Details

Outline	Procedure	Comments
	<ul style="list-style-type: none">Annual Practising Certificates (APCs) will be issued for all pharmacists registered on the practising register by the NZ Pharmacy Council in April each year.The APC year runs from April 1st of one year to the 31st March of the next year. If a pharmacist has continued to practise in New Zealand they will be sent an APC application form each year (before March) to renew their APC.To continue to hold an APC a pharmacist will need to continue to practise in New Zealand and meet the recertification requirements of the Pharmacy Council.From March 2006, pharmacists will need to be enrolled in a recertification programme accredited by the Pharmacy Council, and meet the recertification requirements. Currently the Enhance programme run by the Pharmaceutical Society of NZ Inc is the only accredited programme.Each time a pharmacist applies for their APC they will be required to declare that they have continued to meet the recertification	

Standard operating procedures - Review details screen:

Doc ID: 1 Internal Ref: A 01 Creation Date: 5/26/2011 Document Type: Standard Operating Procedure

Document Heading: Dispensary Procedures

Document Category: Pharmacy Licence and APCs

Document Name: Annual Practising Certificate (APC) and CPD Requirements

Comments:

Document Status: Current Replaced By:

Purpose Procedure Review Details Task To Do Details

Review Frequency: Every two years

Next Review Date: 5/31/2013

Staff Member Responsible For Review: Choose a Job Title

Staff Member	Reviewed On
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Standard operating procedures - Task to do details screen:

Doc ID: 1 Internal Ref: A 01 Creation Date: 5/26/2011 Document Type: Standard Operating Procedure

Document Heading: Dispensary Procedures

Document Category: Pharmacy Licence and APCs

Document Name: Annual Practising Certificate (APC) and CPD Requirements

Comments:

Document Status: Current Replaced By:

Purpose Procedure Review Details Task To Do Details

Task requires monitoring?

Task Frequency: Choose a Frequency Type

Next Task To Do Date:

Staff Member Responsible For Task: Choose a Job Title

Standard operating procedures - Review date maintenance screen:

Standard Operating Procedure - Review Date Maintenance

1 of 226

Drag a column header here to group by that column

DocID	Document Name	Review Frequency	Next Review	Review By	To Do Frequency	Next To Do	To Be Done By	Requires To Do	Category
1	Annual Practising Certificate (APC) and CPD Require...	Every two years	5/31/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Pharmacy Licence and APCs
2	Pharmacy Licence Applications	Every two years	5/31/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Pharmacy Licence and APCs
3	Compliance with legislative, professional and pharm...	Every two years	6/1/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Pharmacy Licence and APCs
4	Setting up Standard Operating Procedures	Every two years	6/1/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Pharmacy Licence and APCs
5	Adverse reaction reports (CARM and IMMMP)	Every two years	6/16/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	General Dispensing
6	Back up prescription records	Every two years	6/17/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	General Dispensing
7	Borrowing, lending, purchasing between pharmacies	Every two years	6/17/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	General Dispensing
8	Bulk Supply Orders	Every two years	6/17/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	General Dispensing
9	Child Resistant Caps	Every two years	6/17/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	General Dispensing
10	Annual Practising Certificate (APC) and CPD Require...	Every two years	5/31/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Pharmacy Licence and APCs
11	Pharmacy Licence Applications	Every two years	5/31/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Pharmacy Licence and APCs
12	Cleaning the Shop and Dispensary	Every two years	6/1/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Premises and Equipment
13	Computer Back-up	Every two years	6/2/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Premises and Equipment
14	Electronic and manual balance validation	Every two years	6/14/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Premises and Equipment
15	Fridge temperature recording and cleaning	Every two years	6/15/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Premises and Equipment
16	Essential equipment list and records	Every two years	6/15/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Premises and Equipment
17	Medical Representatives	Every two years	6/15/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Premises and Equipment
18	Pharmacy Lock-up	Every two years	6/15/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Premises and Equipment
19	Pharmacy premises requirements	Every two years	6/15/2013	Choose a Job Title (opti...	Choose a Freq...		Choose a Job Titl...	<input type="checkbox"/>	Premises and Equipment

Bulk Update Options

Filter rows and then use the bulk update functions to set values for visible items

Bulk Review Update

New Review Date: 9/2/2011 New Review Frequency: Choose a Frequency ... New Review By: Choose a Job Title

Bulk To Do By Update

New To Do Date: 9/2/2011 New To Do Frequency: Choose a Frequency ... New To Do By: Choose a Job Title

AuditLink® menu options:

GuildLink

System AuditLink

- SOPOL
- Dispensing Errors
 - Dispensing Errors
 - Dispensing Error Reports
- Staff
 - Dispensing Error Reports

Document Summary

SOP Status	Qty
Current	226
Total SOPs 226	
Policy Status	Qty
Total Policies 0	

There are 0 Dispensing Errors
There are 5 Job Descriptions

Overdue Summary

There are 0 documents overdue for review, please click here to view the details

There are 0 overdue tasks to be performed, please click here to view the details

There are 0 documents overdue for review this week, please click here to view the details

Logged in as: admin | Status | Licensed to: Pharmacy Guild New Zealand Limited

Dispensing errors screen:

Dispensing Error ID:

Logged By:

Date Logged:

Dispensing Error Type: Choose a dispensing error Type

Dispensing Error Severity:

Incident Date:

Incident:

Customer:

Product:

Prescribing Practitioner:

Rx Number:

Prescription Cleared By:

Action Taken:

Customer informed of rights under the Health and Disability Act?

Staff Member	Date Notified
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AuditLink® menu options:

System **AuditLink** Help

- SOPOL
- Dispensing Errors
- Staff
 - Amend Staff
 - Training Courses
 - Job Descriptions
 - Print Job Descriptions
 - Maintenance
 - Staff Reports
 - Staff Details
 - List Staff
 - Staff Reporting

Document Summary	
SOP Status	Qty
Current	226
Total SOPs 226	
Policy Status	Qty
Total Policies 0	

There are 0 Dispensing Errors

There are 5 Job Descriptions

Overdue Summary

- There are 0 documents overdue for review, please click here to view the details
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- There are 0 documents overdue for review this week, please click here to view the details

Logged in as: admin Status Licensed to: Pharmacy Guild New Zealand Limited

Job descriptions screen:

The screenshot shows a web-based form for creating or editing a job description. The form is titled "Job Descriptions" and is part of a system with 5 records, currently viewing the 1st. The form includes the following fields and sections:

- Job Description ID:** A text input field containing the number "0".
- Job Title:** A dropdown menu with "Pharmacist" selected.
- Background:** A large text area with the placeholder text "(Insert a brief statement about your pharmacy. This section is optional.)".
- Position Type:** A dropdown menu with "Permanent" selected.
- Hours Type:** A dropdown menu with "Full Time" selected.
- Special Conditions:** A large text area with the placeholder text "List any special conditions (for example, NZ driver licence) that apply to this position."
- Directly Responsible To:** A dropdown menu.
- Ultimately Responsible To:** A dropdown menu.

Below the form are several tabs: "Key Responsibilities", "Key Tasks", "Role Limitations", "Functional Relationships", and "Person Specification". The "Key Responsibilities" tab is active, displaying the following content:

This position has two main responsibilities:

1. To provide pharmaceutical services in accordance with all legislative, contractual, professional and ethical obligations, including:
 - o ensuring prescriptions are safe and appropriate for patients
 - o dispensing/compounding medicines in accordance with all standard operating procedures.
2. To provide professional advice to patients, pharmacy staff and other health practitioners about health and medicines.

Training courses screen:

The screenshot shows a web-based form for creating or editing a training course. The form is titled "Training Courses" and is part of a system with 3 records, currently viewing the 3rd. The form includes the following fields and sections:

- Course ID:** A text input field containing the number "3".
- Course Name:** A text input field with a red "X" icon, indicating a validation error.
- Run By:** A text input field.
- Course Description:** A large text area.
- Course Date:** A dropdown menu.
- Course Duration:** A text input field.

Below the form are two tabs: "Course Details" and "Attendees". The "Course Details" tab is active, displaying the form fields.