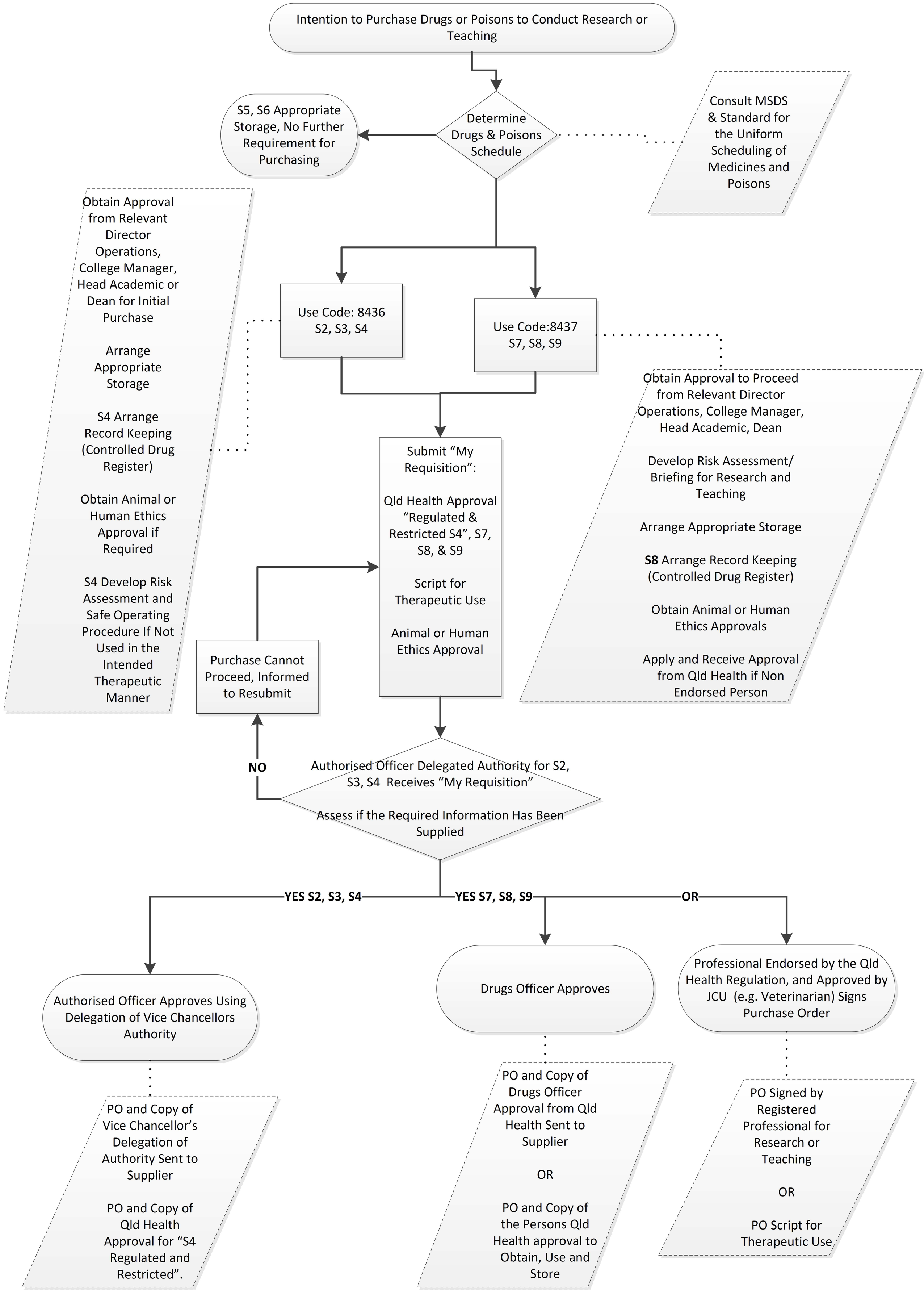
Intention to Purchase Drugs or Poisons to Conduct Research or Teaching
Determine Drugs & Poisons Schedule
S5, S6 Appropriate Storage, No Further Requirement for Purchasing
Consult MSDS & Standard for the Uniform Scheduling of Medicines and Poisons
Obtain Approval from Relevant Director Operations, College Manager, Head Academic or Dean for Initial Purchase
Arrange Appropriate Storage
S4 Arrange Record Keeping (Controlled Drug Register)
Obtain Animal or Human Ethics Approval if Required
S4 Develop Risk Assessment and Safe Operating Procedure If Not Used in the Intended Therapeutic Manner
Use Code: 8436 S2, S3, S4
Use Code:8437 S7, S8, S9
Obtain Approval to Proceed from Relevant Director Operations, College Manager, Head Academic, Dean
Develop Risk Assessment/ Briefing for Research and Teaching
Arrange Appropriate Storage
S8 Arrange Record Keeping (Controlled Drug Register)
Obtain Animal or Human Ethics Approvals
Apply and Receive Approval from Qld Health if Non Endorsed Person
Submit "My Requisition":
Qld Health Approval "Regulated & Restricted S4", S7, S8, & S9
Script for Therapeutic Use
Animal or Human Ethics Approval
Purchase Cannot Proceed, Informed to Resubmit
NO
Authorised Officer Delegated Authority for S2, S3, S4 Receives "My Requisition"
Assess if the Required Information Has Been Supplied
YES S2, S3, S4
YES S7, S8, S9
OR
Authorised Officer Approves Using Delegation of Vice Chancellors Authority
PO and Copy of Vice Chancellor's Delegation of Authority Sent to Supplier
PO and Copy of Qld Health Approval for "S4 Regulated and Restricted".
Drugs Officer Approves
PO and Copy of Drugs Officer Approval from Qld Health Sent to Supplier
OR
PO and Copy of the Persons Qld Health approval to Obtain, Use and Store
Professional Endorsed by the Qld Health Regulation, and Approved by JCU (e.g. Veterinarian) Signs Purchase Order
PO Signed by Registered Professional for Research or Teaching
OR
PO Script for Therapeutic Use