

### 1. PHARMACY DETAILS

<b>1. PHARMACY DETAILS</b>	
Name of Pharmacy	
Name of Pharmacy Manager	
Name of Pharmacy Owner	
Physical Address of Pharmacy	
Postal Address	
Telephone Number of Contact Person	
Email Address	
Date Pharmacy opened	
Floor space of the whole pharmacy (a sketch may be required)	
Floor space of the area involved with dispensing	
Type of Location e .g Shopping center, township, hospital, city/town cent, residential.	
Distance to the closest alternative Pharmacy	
Number of Pharmacies within a 3km radius .	
Number of dispensing doctors within a 3km radius	
Rate of scheduled medicines turnover (Average time the medicine spends on the shelf)	
Average monthly cost of scheduled medicines in 2003 excluding discounts and rebates received	
To what extent ( estimate %) did rebates and discounts received in 2003 contribute to the dispensary income.	
Dispensing programme used	
Ratio of cash to medical aid patients for scheduled medicines	

2.TOTAL PHARMACY EXPENDITURE						
EXPENSES	Dec-04	Jan-05	Feb-05	May-05	Jun-05	Jul-05
Rental of whole pharmacy if applicable						
Water and rates paid						
Repair and maintenance						
Electricity						
Cost value of stock purchased						
Average cost value of total stock held						
Computer hardware lease if applicable						
Insurance for dispensary stock, fixtures and fittings in <u>dispensary alone</u>						
Audit and accounting fees						
Bank charges (exclude interest on loans, overdraft, credit card fees) includes withdrawals, cash deposits & debit orders						
Dispensary Telephone						
Postage						
Printing and stationery						
Cleaning equipment and consumables						
Internet Service provider						
Ordering system software monthly fee						
Dispensary packaging material ie vials, bottles, packets						
Pest control						
Update of reference material required by South African Pharmacy Council						
Other - (specify)						
Cost of shelving/ cupboards for <u>dispensary alone</u> and date of purchase						
Computer hardware purchase for <u>dispensary only</u>						
Computer software purchase plus updates for <u>dispensary only</u>						
Yearly Subscriptions to Pharmacy Council						
Fridge for medicines requiring cold chain and date of purchase						
Airconditioner and year of installation						
Fax machine and date of purchase						
Photocopier						
Other - (specify)						
A number of the overhead costs relate to the dispensary only. Again documentation on all of these costs may be required. Unless otherwise stated the rest of the costs relate to the entire pharmacy.						

**3(i) PRESCRIPTION BASED DISPENSING (S0-S8)**

	Dec-04	Jan-05	Feb-05	May-05	Jun-05	Jul-05
Number of Scripts						
Total Number of items dispensed on doctor's prescription						

**Number of items dispensed on a doctor's prescription**

	Dec-04	Jan-05	Feb-05	May-05	Jun-05	Jul-05
<b>Single exit price</b>						
R0-R25						
R25.01-R50						
R50.01-R75						
R75.01-R100						
R100.01-R150						
R150.01-R200						
R200.01-R250						
R250.01-R300						
R300.01-R350						
R350.01-R400						
R400.01-R450						
R450.01-R500						
R500.01-R550						
R550.01-R600						
R600.01-R650						
R650.01-R700						
> R700						

**Total number of items dispensed per doctor's prescription in the six months mentioned above**

Single exit price	S0	S1	S2	S3	S4	S5
R0-R25						
R25.01-R50						
R50.01-R75						
R75.01-R100						
R100.01-R150						
R150.01-R200						
R200.01-R250						
R250.01-R300						
R300.01-R350						
R350.01-R400						
R400.01-R450						
R450.01-R500						
R500.01-R550						
R550.01-R600						
R600.01-R650						
R650.01-R700						
> R700						

Please note that a printout of the items dispensed above may be required by the department.

3(ii) OVER THE COUNTER DISPENSING (S0-S2)						
	Dec-04	Jan-05	Feb-05	May-05	Jun-05	Jul-05
Total Number of items dispensed over the counter						
Number of items dispensed OTC						
	Dec-04	Jan-05	Feb-05	May-05	Jun-05	Jul-05
<b>Single exit price</b>						
R0-R25						
R25.01-R50						
R50.01-R75						
R75.01-R100						
R100.01-R150						
R150.01-R200						
R200.01-R250						
R250.01-R300						
R300.01-R350						
R350.01-R400						
R400.01-R450						
R450.01-R500						
R500.01-R550						
R550.01-R600						
R600.01-R650						
R650.01-R700						
> R700						
Total number of items dispensed OTC in the six months mentioned above						
Single exit price	S0	S1	S2			
R0-R25						
R25.01-R50						
R50.01-R75						
R75.01-R100						
R100.01-R150						
R150.01-R200						
R200.01-R250						
R250.01-R300						
R300.01-R350						
R350.01-R400						
R400.01-R450						
R450.01-R500						
R500.01-R550						
R550.01-R600						
R600.01-R650						
R650.01-R700						
> R700						
Please note that a printout of the items dispensed above may be required by the department.						



**4. OPERATING HOURS AND STAFF**

Operating hours of the dispensary		
	Opening Time	Closing Time
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Staff	
Pharmacy Manager	
Gross Salary	
Tax number	
UIF Number	
Estimate proportion of time spent on dispensary related activities per day	

Pharmacists							
	Pharmacist 1	Pharmacist 2	Pharmacist 3	Pharmacist 4	Pharmacist 5	Pharmacist 6	Pharmacist 7
Gross Salary							
Tax number							
UIF Number							
Estimate proportion of time spent on dispensary related activities per day							

Pharmacist Assistants (PA's)							
	PA No 1	PA No 2	PA No 3	PA No 4	PA No 5	PA No 6	PA No 7
Gross Salary							
Tax number							
UIF Number							
Qualification of Pharmacist assistant							
Estimate proportion of time spent on dispensary related activities per day							

Cleaners							
	Cleaner No 1	Cleaner No 2	Cleaner No 3	Cleaner No 4	Cleaner No 5	Cleaner No 6	Cleaner No 7
Gross Salary							
Tax number							
UIF Number							
Estimate proportion of time spent on dispensary related activities per day							

Please note that the salary advice of employees may be required

### 5.COMPOUNDING

Type of preparation	Tick where applicable	Average number of finished products per month
Extemporaneous		
Aseptic		
Oncology		
Admixing		