

AGED CARE ON-SITE PHARMACIST WEEKLY TIMESHEET & ACTIVITIES SUMMARY

Aged Care On-site Pharmacist (ACOP) Measure participants are required to maintain a weekly timesheet and activities summary for each engaged ACOP, per RACH.

RACH Name: _____

ACOP Name: _____

Activities	Description of activities performed this week
Medication Management activities <i>E.g. Medication Reconciliation, review of residents' medications</i>	
Quality Use of Medicines activities <i>E.g. Clinical audits or participating in medication rounds</i>	
Clinical Governance activities <i>E.g. Contribution to policies and procedures, MAC meeting attendance</i>	
Education <i>E.g. Education to staff, GPs or Residents</i>	
Other	

Day & Date	Start Time	End Time	Total Break Time (unpaid)	Total Hours/Days*
Monday Date: _____				
Tuesday Date: _____				
Wednesday Date: _____				
Thursday Date: _____				
Friday Date: _____				
Saturday Date: _____				
Sunday Date: _____				
Total Hours/Days:				
*Record as Half-day (0.5) or Full-day (1.0) blocks (excluding unpaid break entitlements). Half Day = 3.8 Hours, Full Day = 7.6 Hours.				

By signing this document, each party confirms that the information provided is true, accurate, and that all ACOP Measure Rules and requirements have been met.

Aged Care On-site Pharmacist Signature: _____ Date Signed: _____

RACH Representative Name: _____ RACH Representative Position: _____

RACH Representative Signature: _____ Date Signed: _____

For more information regarding the ACOP Measure Rules, please visit www.ppaonline.com.au