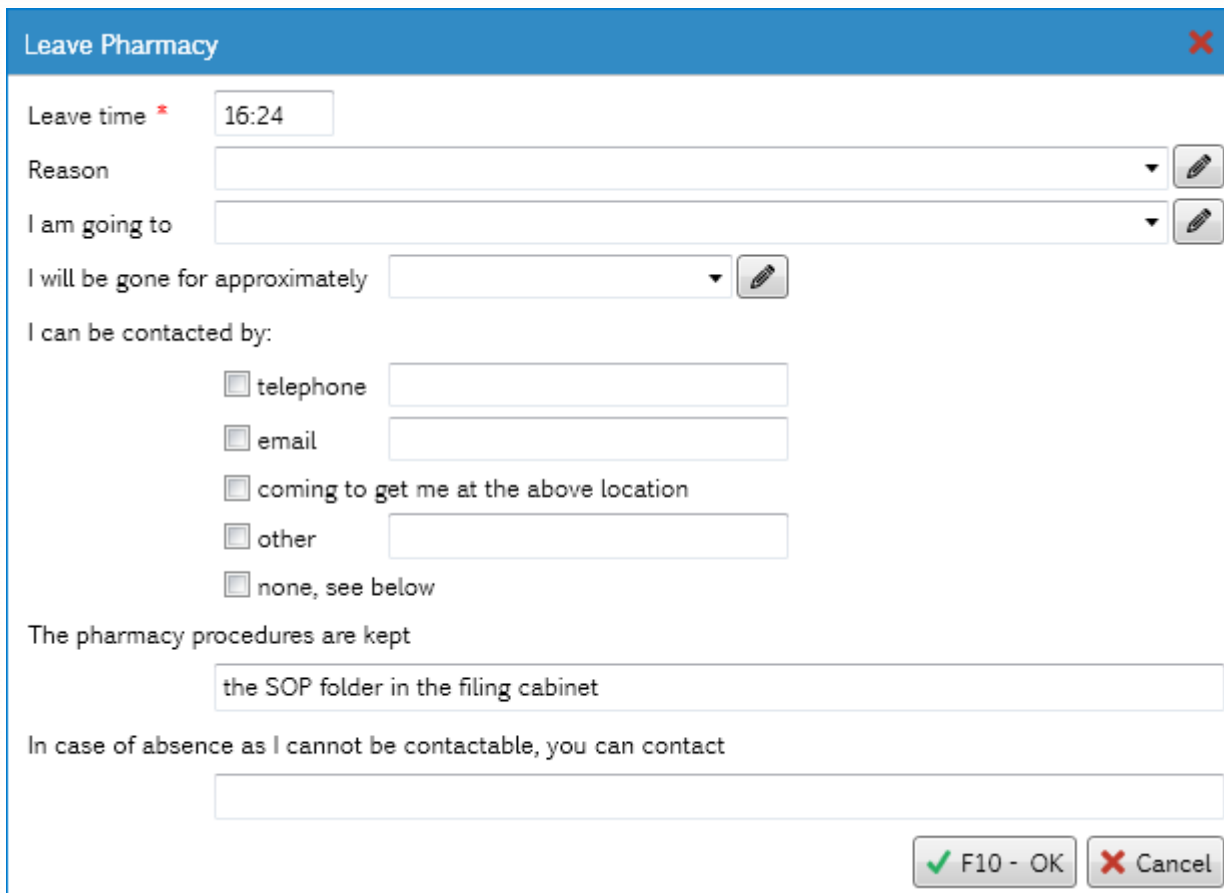# Recording the Responsible Pharmacist Leaving/Returning

Recording the Responsible Pharmacist Leaving

1. To begin, open the Attendance Register Manager by selecting the name of the responsible pharmacist that is currently signed in next to *Responsible Pharmacist.*
2. Select the **[F3 – Leave]** button.
3. The Leave Pharmacy pop-up window displays.

Entering the Leave Time

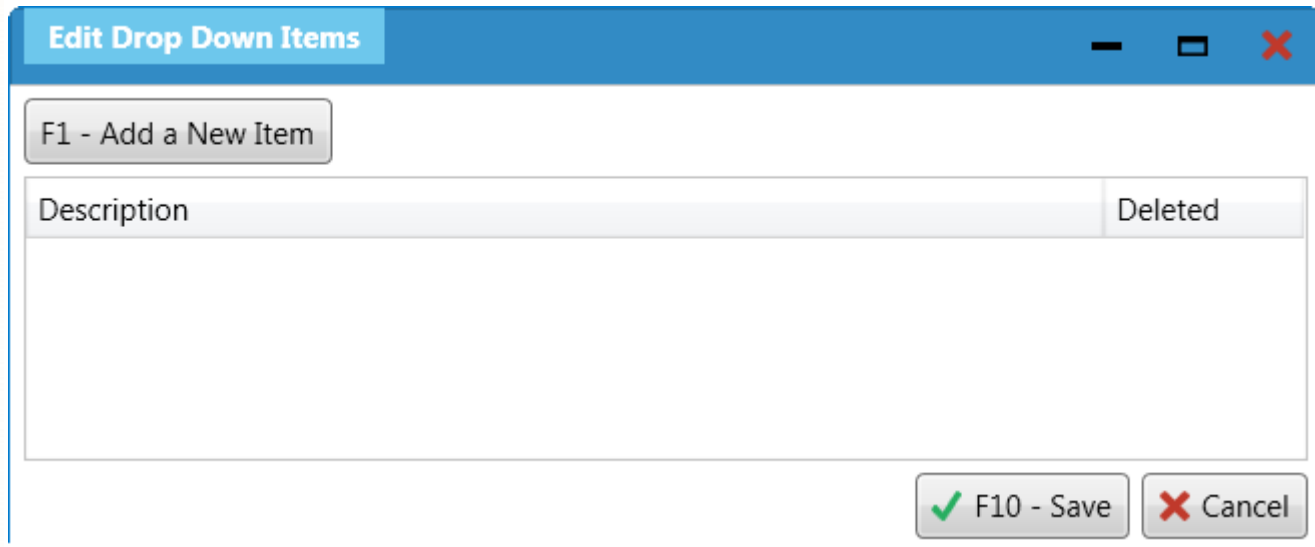The *Leave Time* defaults to the time at which you selected the **[F3 – Leave]** button, but can be edited, backdated and fore-dated to the time at which the pharmacist is (due to be) leaving the pharmacy premises. This field is mandatory.

Entering or Adding a Reason

The *Reason* field enables you to enter the reason for which the pharmacist is leaving the pharmacy premises. You can manually enter a reason or add new reasons using the pencil icon, which will open the Edit Drop Down Items window.
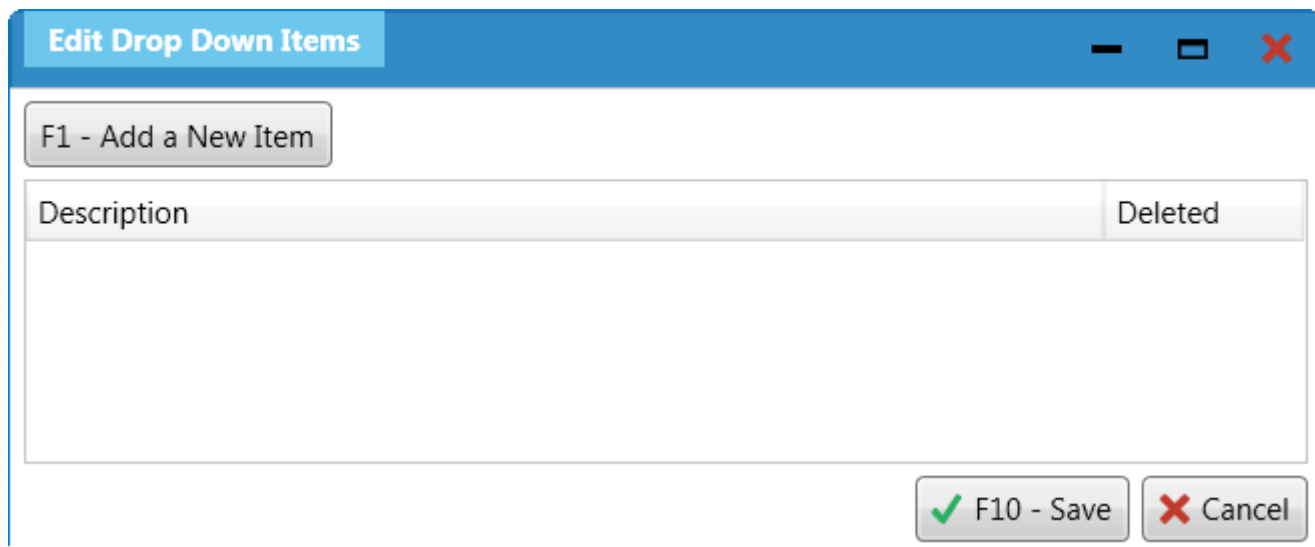

From this window, you can select the **[F1 – Add a New Item]** to add a new reason and then select the **[F10 – Save]** button. The reason will then be available to select from the *Reason* drop-down field.

Entering or Adding a Location

The *I am going to* field enables you to enter the pharmacist's location during the absence. You can manually enter a location or add new locations using the pencil icon, which will open the Edit Drop Down Items window.
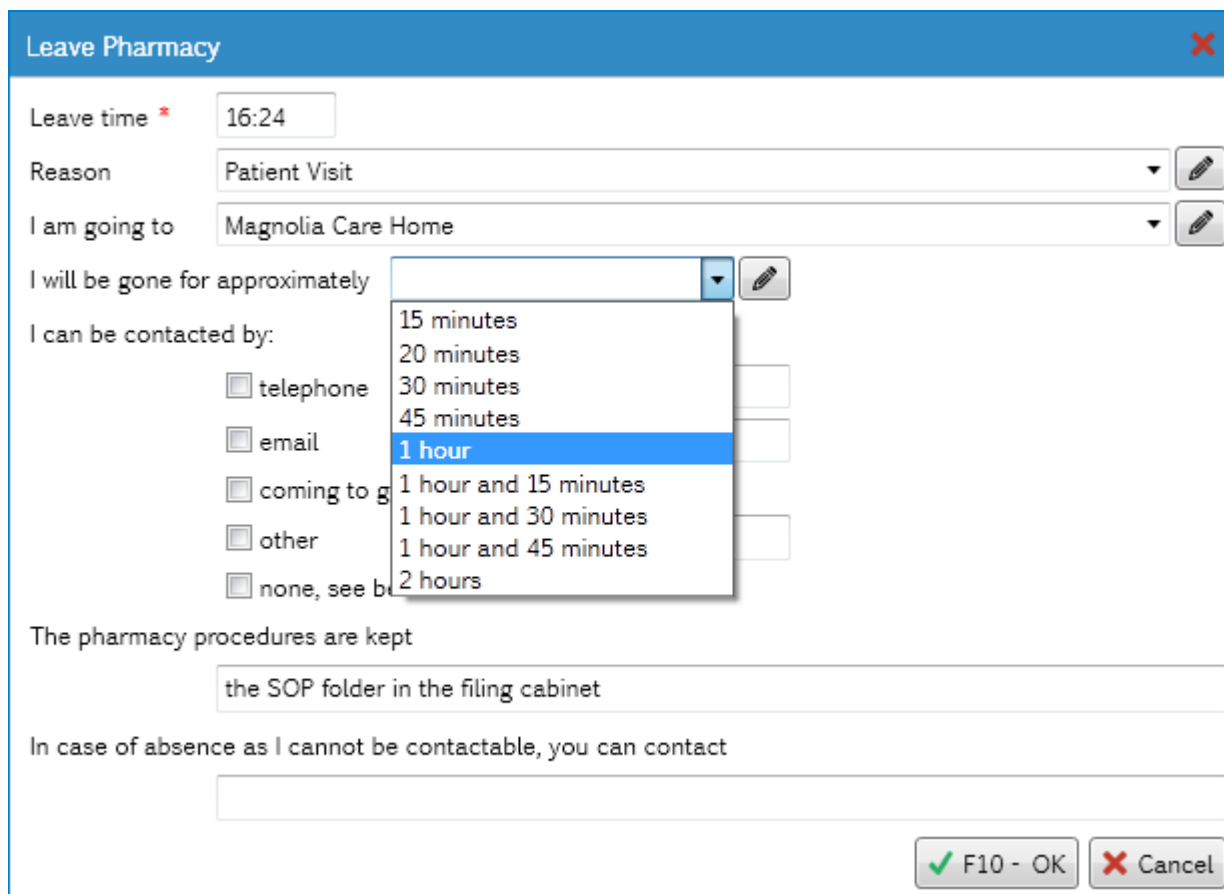
From this window, you can select the **[F1 – Add a New Item]** button to add a new location and select the **[F10 – Save]** button. This location will then be available to select from the *I am going to* drop-down field.

Selecting a Duration

The *I will be gone for approximately* field enables you to select the approximate duration of the pharmacist absence.

Selecting the Contact Method

You can also select an alternative contact method for the remaining pharmacy staff should an issue arise on the pharmacy premises.
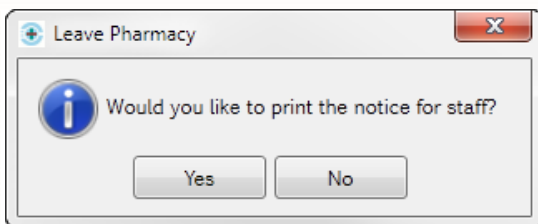
Editing the Pharmacy Procedures

The *pharmacy procedures are kept* is populated by default as per its configuration setting, but you can enter an alternative as required.
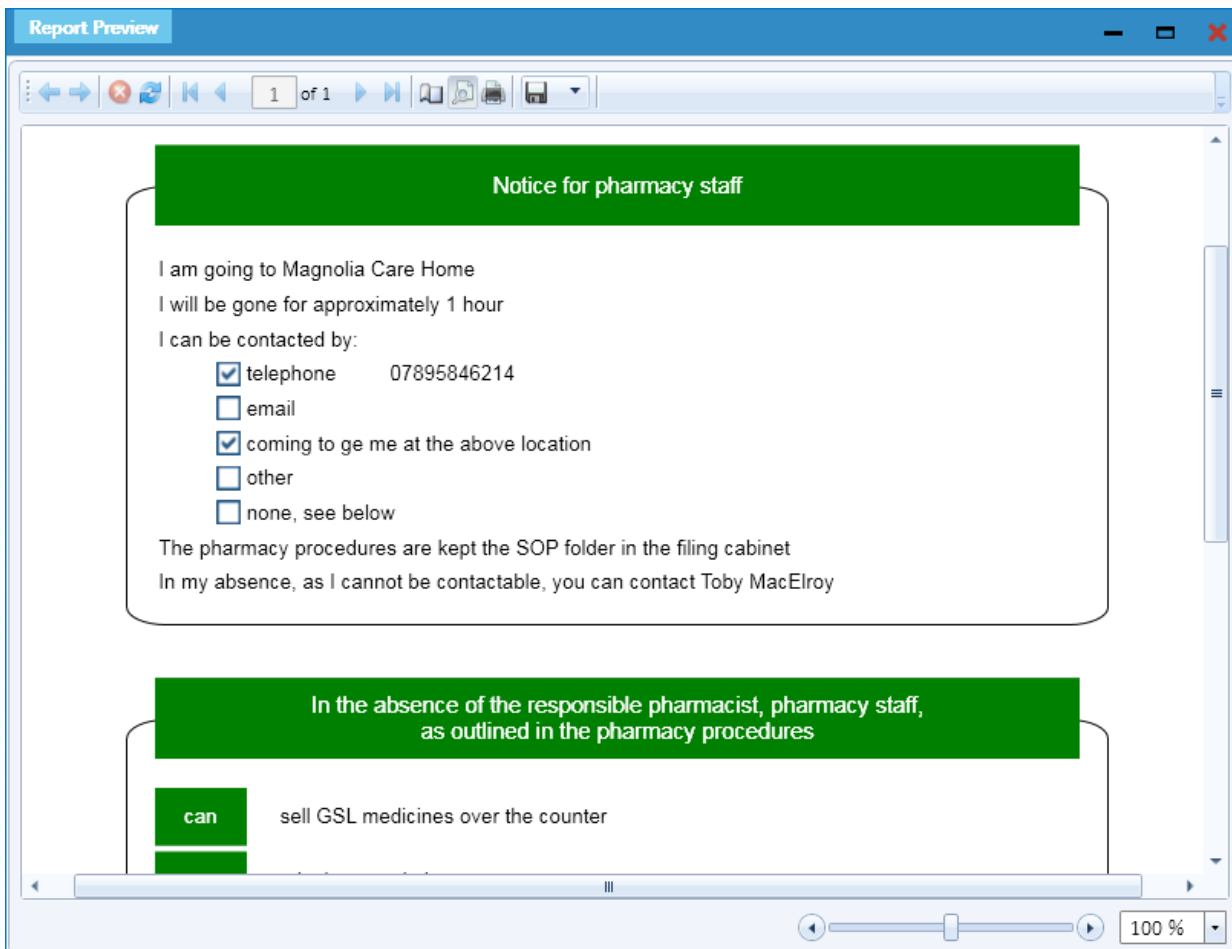
Entering an Alternative Contact

If the absent pharmacist cannot be contacted, you can complete the *you can contact* field with the name and contact details of a delegate, usually a pharmacy staff member that is on the pharmacy premises.
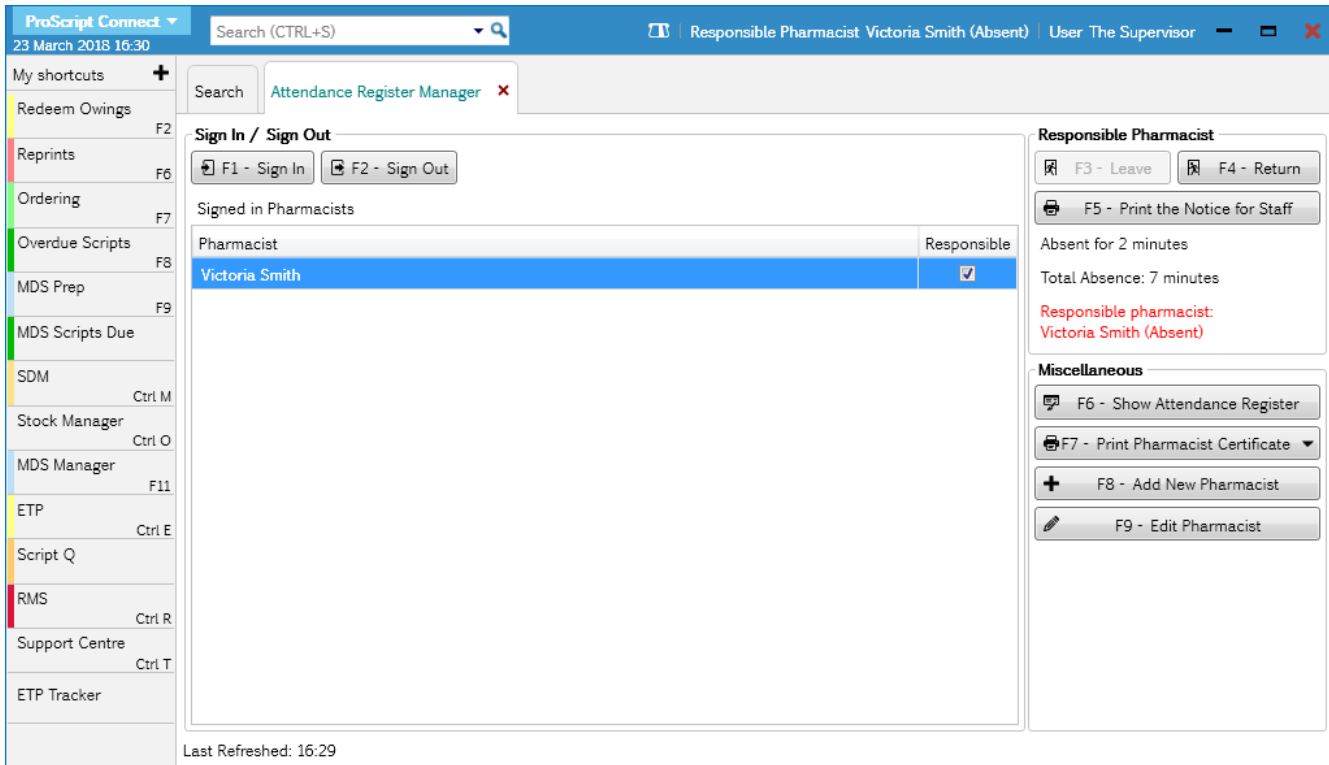
Printing the Notice for Staff

1. Once you have completed the form, select the **[F10 – OK]** button.
2. A pop-up window displays, asking whether you want to print the notice for staff. Select the **[Yes]** button.

3. The Notice for Staff print preview displays. Select the printer button.

4. The Attendance Register Manager displays, with the responsible pharmacist marked as (Absent) and the current and total absence count in minutes.

Recording the Responsible Pharmacist Returning

1. From the Attendance Register Manager, select the **[F4 – Return]** button.
2. The responsible pharmacist is longer marked as absent and the current absence count has merged with the total absence count.

Revision History

Version Number	Date	Revision Details	Author(s)
1.0	30 March 2020		Joanne Hibbert-Gorst

Contact us

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