


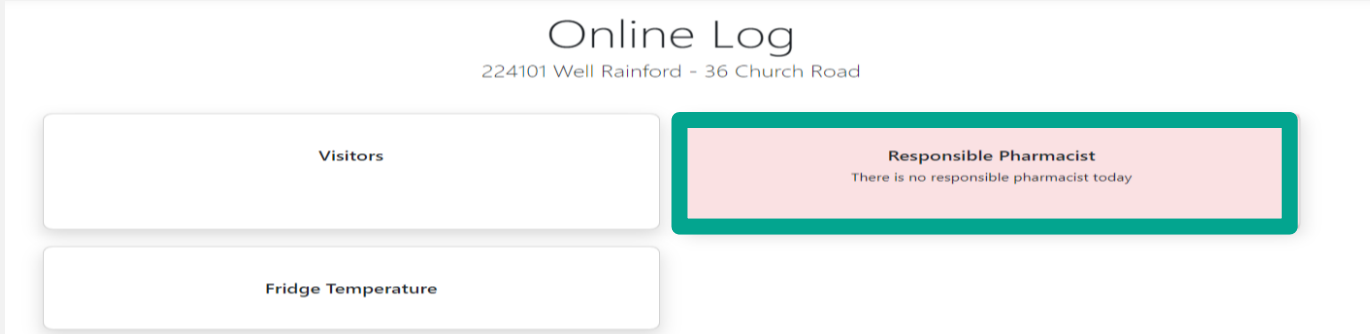
Electronic log guide

Responsible Pharmacist Register

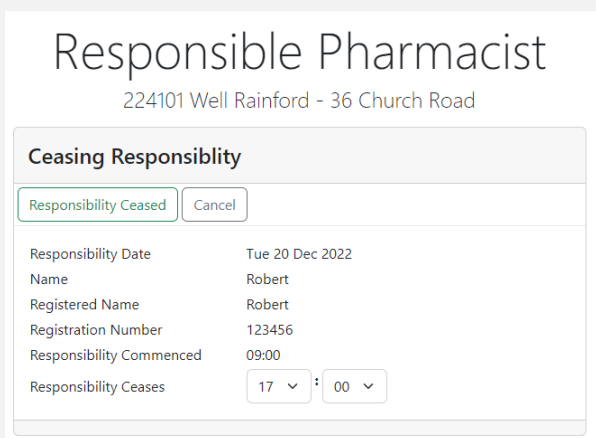
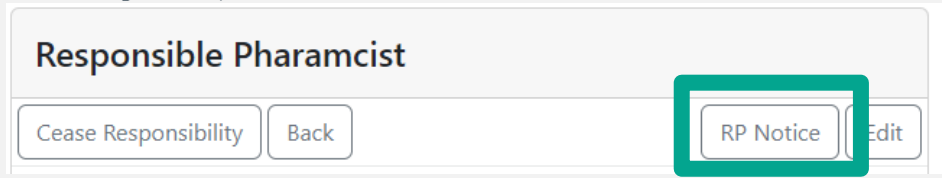
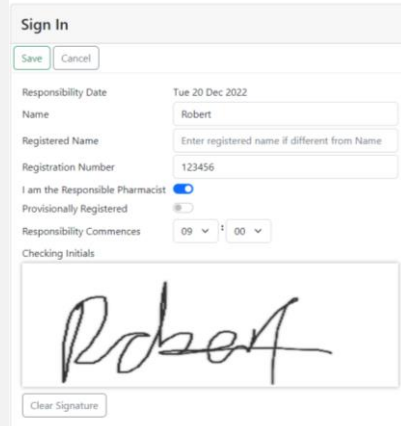
Access the Online Log App by selecting the  icon on your Samsung device or till.



At the start of the working day there must be a responsible pharmacist logged and a their name displayed clearly as the responsible pharmacist, this is a legal requirement. Access the Responsible pharmacist log on a Dispensary computer by selecting the tab on the online log homepage. If there is no responsible pharmacist signed in this tab will appear red.



From here select 'Sign in' and update all the details such as, name, registration number and the time responsibility commences. Sign in the bottom box with a signature or initials and select save to update the log. Select RP Notice to then access the display notice PDF to print and display in the pharmacy. For multiple pharmacists repeat the process indicating that you are not the RP.



At the end of the working day, before leaving access the Responsible Pharmacist section of the electronic logs. From here select 'Cease Responsibility', the time will be prepopulated to the actual time. Select 'Responsibility Ceased' and sign in the 'Checking Initials' box.

A complete, real time log can be accessed to see which Responsible Pharmacist signed in on specific dates.



Responsible Pharmacist Log

Use in conjunction with Standard Operating Procedures and Best In Class guidance

[Click to watch a live demo](#)