

MEDICINES & POISONS CONTROL INFORMATION SHEET No. 300.17

EXIT STRATEGY

What is an Exit Strategy and why is it required?

An Exit Strategy is a standard business management tool which is used to control security sensitive or high value items. These items include scheduled substances such as medicines and chemicals.

Medicines and Poisons Control authorisations give the legal right to possess and use the listed scheduled substances which are not usually available to the general public. Authorisations are issued to a specific person at a specific site.

An Exit Strategy is the plan for changed circumstances, so that the substance/s are dealt with in an appropriate manner and remain in the possession of an authorised person, including:

- Authorised person leaves employment
- Authorised person is not available due to sickness or annual leave
- Business or site closure
- Emergency situation eg. cyclone, flood
- The scheduled substances are no longer required (disposal).

The Exit Strategy needs to be kept on-site so the procedure can be implemented when such an event happens.

The Exit Strategy may need review over time and with the change of authorised person. You will be required to submit your current Exit Strategy prior to authorisation renewal.

Why isn't there a proforma?

Each Exit Strategy is unique to the site and the personnel on site. The authorised person and organisation need to take ownership of the strategy.

What to include:

- The Exit Strategy needs to be on the organisation or business letterhead (if available)
- Situations in which the Exit Strategy applies
- State that you will notify Medicines and Poisons Control on cessation or disposal of the scheduled substance.
- State what will happen to your records. *Note: Records are required to be kept for a minimum of two years.*
- Provide details of what will happen to the substances. Some options include:
 - returned to supplier or pharmacy
 - transferred to another authorised person
 - disposed of through a licenced waste disposal contractor.
- Sign and date the strategy (management approval for organisations and businesses)
- Date of planned review.

For further information please contact:

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