

Poisons Approval Application- Drugs/Medicines and Poisons Officers



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

The Head of Section must approve this form before approval as Drugs and Poisons Officer (DO) role for scheduled substances in teaching and research, as required for their position under the SMP. Approval will be valid from date of verification for the duration of the employment at the UQ section nominating the staff member up to 2 years, or a change of legislation forces a change on the SMP, a rescindment of the General Approval or other legislative changes, whichever comes first.

NOTE: at UQ, RS4 and S8 are poisons and can only be considered Medicines when only used as a therapeutic substance (in humans or animals). Refer to SMP for further clarification.

Process

1. Applicant completes this form.
2. Head of School/ Institute Director/ Division Head/Senior Manager signs form if satisfied with the qualifications* of the applicant (refer to note on step 2).
3. Applicant sends application to the Health Safety and Wellness (HSW) Division at hsw@uq.edu.au.
4. HSW Division verifies and records approval in UQSafe-Certifications and returns the recorded approval to the applicant.

To action becoming a commodity approver (Drugs), the following is also required,

5. Applicant applies for UniFi user access to be a commodity approver via my.UQ / My requests (see step 6).

Step 1: Applicant to Complete

Name		UQ User ID	
Position Title			
Email		Phone	(07)
Organisational Unit			
Supervisor's name			

What scheduled substances you'll manage?

Select all that apply	
<input type="checkbox"/>	Schedule 4 substances, restricted (RS4) - as per Sch 2 Part 1, 2, 3 & 4 of MP (Medicines) Regs (e.g., clozapine, thalidomide)- list overleaf
<input type="checkbox"/>	Schedule 7 substances, restricted (RS7) - Sch 1 MP (Poisons) Regs (e.g., cyanide, ethylene dibromide, strychnine)- list overleaf
<input type="checkbox"/>	Schedule 8 substances (e.g., cocaine, ketamine, pentobarbitone/lethabarb) - list overleaf
<input type="checkbox"/>	Schedule 9 substances (e.g., cannabis, heroin, muscimol) - list overleaf
<input type="checkbox"/>	Schedule 10 substances (e.g., cardarine, phenpromethamine) - list overleaf
<input type="checkbox"/>	Schedule substances RS4, RS7, S8, S9 or S10 - for field trips - list overleaf
<input type="checkbox"/>	Schedule substances RS4, RS7, S8, S9 or S10 – for manufacturing (for lab internal use) - list overleaf

Are you replacing someone? If yes, who are you replacing? ([Safety Contacts](#))

Former position holder/s

Poisons Approval Application- Drugs/Medicines and Poisons Officers



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

As DO you will have access to confidential/private information, and prior a UniFi commodity approver role is actioned, you must complete ALL the modules listed.

Module	Completion Date
Staff Standards of Conduct	
Privacy at UQ	
Chemical Safety	
Drugs Officer and Commodity Approver role at UQ	

Step 2: Applicant agreement

I confirm that I am qualified*, I have received training, I have risk assessed the relevant activities with scheduled substances (local poisons' management), and I agree to follow the requirements listed in the UQ Substance Management Plan.

UQSafe RA/Field Trip ID#	
Applicant full name	Signature
Date	

*Appropriate qualifications are a Diploma or Bachelors' degree in a relevant field (Science, Chemistry, Biomedical Science, Biotechnology, Biosciences, Biotechnology, Laboratory Sciences, Dental Science, Equine Science, Environmental Science, Agriculture and Food Science, Animal Science, Exercise and Nutrition Sciences, Engineering, Health Sciences, Medicine, Midwifery, Mining, Nursing, Occupational Health and Safety Science, Pharmacy, Veterinary Science, Veterinary Technology, Wildlife Science), or 3 years of work experience in the relevant field.

Step 3: Head of Section Approval

I confirm that the above staff member has the position and qualifications to exercise the role of DO for the management of scheduled substances for research and/or teaching, as previously selected.

HoS full name	Signature
Date	

Step 4: Applicant to email form to HSW Division

Email: hsw@uq.edu.au

(Please cc your HSW Manager)

Contact for more information

(07) 3365 2365

Level 6, Building 69, St Lucia Campus
Health, Safety and Wellness Division

Step 5: HSW Division to action

Record of approval in UQSafe-Certifications		Date / Signature
<input type="checkbox"/> Yes	<input type="checkbox"/> No	
HSW Advisor name		

Approval reference



Advisor to verify and record signed approval under the reference number in UQSafe-Certifications module under 'Chemical/Drug and Poisons use approval'. Advisor emails approval to applicant.

HSW Commodity Approver UniFi Role Nomination

This form must be used to nominate academic or professional staff to become a commodity approver within UniFi for their relevant business unit. The HSWD must approve them.

DO/Drug Commodity Approver Requirements: UQ academic or professional staff can apply to be a Drugs Commodity Approver for their business unit.

Select and/or list the Scheduled substances to be used in teaching and/or research.

Step 6: Endorsed applicant to action Commodity Approver UniFi role

By applying for **UniFi user access** to be a commodity approver via my.UQ / My requests, after receiving signed record of approval by the HSWD. The HSWD approval form must be attached to the my.UQ / My requests UniFi access unitask.

Intentionally left blank

Poisons Approval Application- Drugs/Medicines and Poisons Officers



THE UNIVERSITY
OF QUEENSLAND
AUSTRALIA

CREATE CHANGE

Step 7: List of regulated medicines and poisons to be managed

NOTE: at UQ, RS4 and S8 are poisons and can only be considered Medicines when only used as a therapeutic substance (in humans, for clinical trials and in clinics or in animals as performed by veterinarians). Refer to SMP for further clarification.

Schedule	Name in SUSMP	Form	Volume (e.g. g, ml)

You can add/attach another list.