**Exit Strategy**

### What is an Exit Strategy and why is it required?

An Exit Strategy is a contingency plan that ensures a Scheduled Substance is managed appropriately in the event that the circumstances of the authorised person or business change in a way that will affect the security, compliance or safety of the substance. It is essential that the substance remains in the control of an authorised person.

Medicines and Poisons can grant a specific person the legal right to obtain and utilise a listed scheduled substance at a specified premises. Scheduled substances are not available to the general public, therefore it is the authorised person’s responsibility to maintain appropriate security and safe usage of the substance.

### Changes in circumstances

Changes in circumstances can include:

* Authorised person leaves employment
* Authorised person is not available due to sickness or leave
* Business or site closure
* Emergency situation e.g. cyclone, flood
* The scheduled substance is no longer required (disposal)

### Key information

* The Exit Strategy needs to be kept on-site so the procedure can be implemented if/when such events take place.
* The Exit Strategy may need review over time and with the change of the authorised person. You will be required to submit your current Exit Strategy prior to authorisation renewal.

### What to include in the Exit Strategy

• The Exit Strategy needs to be on the organisation or business letterhead (if available)

• Situations in which the Exit Strategy applies (such as the authorised person leaving the business or an emergency situation)

• 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:

**Medicines & Poisons**

**Phone:** (08) 8922 7341

**Email:** [poisonscontrol@nt.gov.au](mailto:poisonscontrol@nt.gov.au)

**Applicant Business Name/Letter Head**

Business Address

XX Street Road

Suburb NT 08XX

Email - [Businessemail@businessemail.com.au](mailto:Businessemail@businessemail.com.au)

Phone – 08 89XXXXXX

**Please note:** This is an example only. 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 and tailor to their own needs/circumstances.

**Exit Strategy**

**CHANGE OF CIRCUMSTANCE and REQUIRED ACTION:**

|  |  |
| --- | --- |
| **Circumstance** | **Required Action** |
| Authorised person leaves employment and there is no other authorised person within the business | * Transfer scheduled substance to a new Authorised person or returned to place of purchase. * Record transfer details in usage register. * Notify Medicines and Poisons [poisonscontrol@nt.gov.au](mailto:poisonscontrol@nt.gov.au) |
| Business closure | * Transfer scheduled substance to a new Authorised person / returned to place of purchase / dispose via a licensed waste disposal contractor * Record transfer details in usage register.   Note: usage register must be stored for 2 years.   * Notify Medicines and Poisons to cancel licence [poisonscontrol@nt.gov.au](mailto:poisonscontrol@nt.gov.au) |
| Scheduled substance is no longer required | * Transfer scheduled substance to a new Authorised person / returned to place of purchase / dispose of via a licensed waste disposal contractor * Record transfer details in usage register.   Note: usage register must be kept for 2 years.   * Notify Medicines and Poisons [poisonscontrol@nt.gov.au](mailto:poisonscontrol@nt.gov.au) |
| Authorised person is unavailable  (sick or on leave) | * In the event the authorised person is not available due to leave or sickness and the Scheduled Substance is required, a representative will contact XXXXX for advice * Transfer scheduled substance to a new Authorised person (if leave is for a longer period of time) |
| Emergency situation | * If there is potential that the substance will be compromised then the Authorised person will return scheduled substance to place of purchase (if time permitted) * If not able to return the substance, then every effort is to be made to ensure the security and safety of the substance * Any damage will be assessed after the event and reported to Medicines and Poisons: [poisonscontrol@nt.gov.au](mailto:poisonscontrol@nt.gov.au) |
| Record management | * A record of use will be kept for a minimum two year period and be made available for inspection by the NT Department of Health if requested. |
| Authorised person’s name and contact details | * Name * Contact details |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date for review \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_