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# PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA

(A.B.N. 75 635 660 854)

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## GUIDELINES FOR PHOTOGRAPHS TO BE SUBMITTED WITH NOTIFICATION OF COMPLETION FORM

Attach a set of referenced colour photographs of the following items to a copy of the FLOOR PLAN of the registered PREMISES that uses the same reference to show the location of each photograph.

***The photographs must be presented in document format, with each photograph labelled as to what it represents.***

1. Consumer view(s) of exterior of premises.
2. View from each entry and/or exit showing the area beyond that entry and/or exit.
3. Consumer view of dispensary.
4. Consumer view of area(s) for private consultation between pharmacist and consumer including surrounding area.
5. Consumer view of storage area(s) for Schedule 2 medicines including counter or barrier.
6. Consumer view of storage area(s) for Schedule 3 medicines including counter or barrier.
7. a) Storage area(s) for Schedule 3 Restricted medicines (if applicable).  
b) Storage area(s) for Schedule 4 medicines.
8. Storage area(s) for Schedule 8 medicines.
9. Storage area for prescribed equipment for extemporaneous dispensing and surrounding area. Ensure that all equipment is visible.
10. Storage area for prescribed reference documents and surrounding area. Ensure that all documents are visible. If a document is accessed online, include screenshots.
11. Each dispensing station with bar code scanner and work space.
12. Dispensary sink and surrounding area.
13. Hot water system for dispensary sink.
14. Refrigerator and surrounding area.
15. Air conditioning unit(s).
16. Signage at all entries accessed by the public displaying the name(s) of the proprietor(s) of the pharmacy, natural or corporate, as the case may be, so as to be clearly visible. If the proprietor(s) of the pharmacy are owned in a natural capacity, the names of all pharmacists should be shown as they appear on their *Pharmacy Board of Australia Certificate of Registration*. The Board will accept the inclusion of a commonly used name in brackets between the given and family names.
17. Signage showing the name of the pharmacist who is regularly and usually in charge of the pharmacy and the name or names of other pharmacists on duty are to be visibly displayed in the professional service area or the place where medicines are usually collected by the public. The names of all pharmacists should be shown as they appear on their *Pharmacy Board of Australia Certificate of Registration*. The Board will accept the inclusion of a commonly used name in brackets between the given and family names.
18. Consumer view of each non pharmacy business.
19. Pharmacies that do not supply pharmaceutical benefits: signage at all public entries to the shop and in the professional services area advising the public that the pharmacy cannot supply medicines subsidised under the PBS. The signage should be easily identifiable and a minimum of A3 size for external signage and A4 for internal. Refer to the Board's *Guidelines* for requirements of this.

Notes:

- The pharmacy registration number and date of the photograph should appear on the bottom left corner of each photograph.
- Identification of the item(s) should appear on the bottom right corner of each photograph.
- The set of photographs should demonstrate that the premises comply with the minimum standards of fitness for the competent and safe practice of pharmacy. For example, photograph 9 should include equipment required for extemporaneous dispensing.
- If a single photograph is submitted for more than one listed item, identify the photograph with all relevant numbers. For example, if Schedule 2 and Schedule 3 medicines are stored in the same area then number the single photograph as 5 & 6.
- If more than one photograph of a listed item is submitted, follow the allocated number with a sequential capital letter starting at the beginning of the alphabet. For example, if there are two consumer views of the exterior of the premises then number the separate photographs as 1A & 1B and mark the location of each view on the floor plan.

**PHARMACY REGISTRATION INFORMATION**

Pharmacy Name

Pharmacy Registration Number

**PHOTOGRAPH REFERENCE GUIDE**

If one photograph of an item is submitted, tick over that item number.

If more than one photograph of an item is submitted, tick the relevant letters to the right of that item number.

If a single photograph is submitted for more than one item, write REFER ITEM “#” to the right of the subsequent item number(s).

If an item is not applicable, tick the NA column to the left of that item number.

NA	No.	A	B	C	D	E	ITEM
	1						Consumer view(s) of exterior of premises
	2						View from each entry and/or exit showing the area beyond that entry and/or exit
	3						Consumer view of dispensary
	4						Consumer view of area(s) for private consultation between pharmacist and consumer including surrounding area
	5						Consumer view of storage area(s) for Schedule 2 medicines including counter or barrier
	6						Consumer view of storage area(s) for Schedule 3 medicines including counter or barrier
	7 a)						Storage area(s) for Schedule 3 Restricted medicines (if applicable)
	7 b)						Storage area(s) for Schedule 4 medicines
	8						Storage area(s) for Schedule 8 medicines
	9						Storage area for prescribed equipment for extemporaneous dispensing and surrounding area
	10						Storage area for prescribed reference documents and surrounding area
	11						Each dispensing station with bar code scanner and work space
	12						Dispensary sink and surrounding area
	13						Hot water system for dispensary sink
	14						Refrigerator and surrounding area
	15						Air conditioning unit(s)
	16						Signage at all entries accessed by the public displaying the name(s) of the proprietor(s) of the pharmacy, natural or corporate, as the case may be, so as to be clearly visible. If the proprietor(s) of the pharmacy are owned in a natural capacity, the names of all pharmacists should be shown as they appear on their <i>Pharmacy Board of Australia Certificate of Registration</i> . The Board will accept the inclusion of a commonly used name in brackets between the given and family names
	17						Signage showing the name the pharmacist who is regularly and usually in charge of the pharmacy and the name or names of other pharmacists on duty are to be visibly displayed in the professional service area or the place where medicines are usually collected by the public. The names of all pharmacists should be shown as they appear on their <i>Pharmacy Board of Australia Certificate of Registration</i> . The Board will accept the inclusion of a commonly used name in brackets between the given and family names
	18						Consumer view of each non pharmacy business such as Post Office agency or newsagency
	19						Pharmacies that do not supply pharmaceutical benefits: signage at all public entries to the shop and in the professional services area advising the public that the pharmacy cannot supply medicines subsidised under the PBS. The signage should be easily identifiable and a minimum of A3 size for external signage and A4 for internal.

Total number of photographs submitted: