
PHARMACY REGISTRATION BOARD OF WESTERN AUSTRALIA

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

Mr Guy Brandon
Registrar

PO Box 8124
Perth BC WA 6849

Ms Sue Errington-Wood
Assistant Registrar

Level 4, 130 Stirling Street
Perth WA 6000

Telephone: (08) 9328 4388
Facsimile: (08) 9328 4399
Email: pharmacyboard@hbwa.com.au
Website: www.pharmacyboardwa.com.au

GUIDELINES FOR PLANS OF REGISTERED PREMISES

ALL PLANS of premises are required to –

1. be drawn in black ink, on one side only, on A3 paper
2. have clear margins of at least 10mm on all sides with no printing, drawing or writing extending into any margin
3. show a north point
4. be drawn to scale in metric measurement, preferably 1:50 or 1:100. If the premises size is less than 150m², then the scale should be 1:50
5. include the following TITLE information in BLOCK lettering on the bottom right corner-
 - a. BUSINESS NAME of premises
 - b. REGISTRATION NUMBER of premises
 - c. number of plan such as PLAN ONE OF FOUR
 - d. type of plan such as PREMISES, BUILDING or SITE
 - e. style of plan such as FLOOR or ELEVATION
 - f. SCALE of plan
 - g. DATE of plan
 - h. for registered premises, the NAME of the pharmacist with overall responsibility for the pharmacy business carried on at the pharmacy
 - i. for premises to be registered, the NAME of the applicant
6. as appropriate, either the SIGNATURE of the pharmacist with overall responsibility for the pharmacy business carried on at the pharmacy or the applicant below the title information.

Notes:

- With respect Item 6, the name and signature of the person acting on behalf of the applicant may be substituted for the signature of the applicant.

A SET of plans comprises -

1. the **PREMISES** and
2. if the premises do not comprise the whole of a building, the **BUILDING** where the premises are situated that highlight the location of the premises within the building.
3. if construction is to be carried out, plans of the **SITE** that highlight the location of the premises to be registered.

A plan of the PREMISES must clearly show -

1. the perimeter and total area of the premises in square metres
2. the perimeter of the dispensary outlined with a coloured border and total area of the dispensary in square metres
3. the perimeter for private consultation between a pharmacist and consumer including the dimensions of any privacy screens

4. if applicable, the perimeter and total area of each non pharmacy business operating at the premises in square metres
5. all entry and exit points and the purpose of each entry and/or exit point
6. fixed and mobile fittings including a description and the dimensions of any barriers used to prevent consumer access to Schedule 2 medicines and Schedule 3 medicines
7. if applicable, the location of security cameras and monitors to be put in place to ensure that all Schedule 2 medicines and Schedule 3 medicines are stored under the direct supervision of a pharmacist and that Schedule 3 medicines are provided to the general public with the direct supervision of the pharmacist
8. the storage area(s) for Schedule 2 medicines
9. the storage area(s) for Schedule 3 medicines
10. the storage area(s) for Schedule 3 Restricted medicines (if applicable) and Schedule 4 medicines
11. the storage area(s) for Schedule 8 medicines
12. the dispensary sink, confirming hot and cold water available
13. the refrigerator
14. all dispensing stations

Notes:

- With respect to Item 2, a minimum floor area of 10 square metres is required for new premises and registered premises undergoing a significant alteration after 18 October 2010.
- With respect to Item 3, an area for private consultation is required for new premises and registered premises undergoing a significant alteration after 18 October 2010. As a minimum, dedicated prescription reception and counselling points fitted with privacy screens at least 800 mm apart and rising not less than 600 mm above the bench or that are otherwise arranged or located to provide privacy are required. They should be designed to encourage routine use for all prescription transactions. A password-protected screen and keyboard is recommended in each. Ideally, the counselling area would be located such that there was a minimum of 2 metres from any area accessed by other members of the public. In all cases, please ensure all fixtures and fittings to be used in this area are included on the plan.
The Board notes that a number of pharmacies are incorporating more than one counselling area within the pharmacy, as they expand services into such areas as vaccinations, blood glucose testing etc. When these rooms/areas are being used for long consultations, clinics or for other uses, it is essential there is another area in the pharmacy which is suitable for private counselling of prescriptions. Where any of these consultation rooms/areas are being used as an area for private consultation, as per Clause 7 of Schedule 1 of the Pharmacy Regulations 2010, then adequate arrangements should be in place to ensure that:
 - confidential discussions can occur between a pharmacist and a consumer in privacy; and
 - consumers' medicines are not able to be seen by a third party while being stored or provided to the client.
- With respect to Item 6, refer to the Board's *Guidelines for Safe Storage of Medicines in Pharmacies*. The use of fins as barriers are looked at on a case by case basis.
- With respect to Items 8 and 9, the pharmacist must be able to effectively supervise that area of the premises where Schedule 2 medicines and Schedule 3 medicines are stored, sold or supplied. In all instances, the Board requires a copy of the written operating procedures for the safe storage of Schedule 2 and Schedule 3 medicines, particularly when the pharmacist is out of sight and/or hearing of these storage areas. These Standard Operating Procedures are to be appended to the plans.