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# Pharmacy Registration Board of Western Australia

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

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## 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 up to 150m<sup>2</sup>, 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. for existing premises, REGISTRATION NUMBER of premises
  - c. type of plan such as PREMISES, BUILDING or LOCATION.
  - d. style of plan such as FLOOR or ELEVATION
  - e. SCALE of plan
  - f. DATE of plan
  - g. for registered premises, the NAME of the pharmacist with overall responsibility for the pharmacy business carried on at the pharmacy
  - h. for premises to be registered, the NAME of the applicant

### A SET of plans comprises -

1. the **PREMISES**
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. For the **BUILDING** plan:
  - a. the premises needs to be highlighted one colour;
  - b. the common area accessed via a service door to be highlighted another colour;
  - c. all entrances to and exits from the premises need to be shown; and
  - d. the purpose of each entrance and/or exit needs to be shown
3. the **LOCATION**

### 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. the storage area(s) for Schedule 2 medicines
8. the storage area(s) for Schedule 3 medicines
9. the storage area(s) for Schedule 3 Restricted medicines (if applicable) and Schedule 4 medicines
10. the storage area(s) for Schedule 8 medicines
11. the dispensary sink, confirming hot and cold water available
12. the refrigerator
13. 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
- With respect to Item 3, an area for private consultation is required for new premises and registered premises undergoing a significant alteration. 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. The counselling area must be located such that there is 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 (WA)*, 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.

**In addition, please refer over, for the requirements for additional information to be submitted with Applications for Significant Alterations, New Premises and Relocations.**

**Requirements for Additional Information to be Submitted with Applications for Significant Alterations, New Premises and Relocations**

**Please provide a separate document that covers off the nine items listed below, in short answer format and signed by:**

- the pharmacist who has, or will have, overall responsibility for the pharmacy business; and
- each pharmacist who has, or will have, a proprietary interest in the pharmacy business.

Please ensure you include how often the steps below are reviewed.

1. What steps will you take to ensure the ongoing compliance with Schedule 1 of the *Pharmacy Regulations 2010 (WA)* (the Minimum Standards)? Provide a copy of any routine checking documentation and include timeframes in this response.
2. What steps will you take to ensure at all times all medicines are stored in accordance with manufacturer requirements? Include monitoring of temperatures in the pharmacy as well as cold chain.
3. What steps will you take to ensure at all times Schedule 2 and Schedule 3 medicines are stored in accordance with the Premises Plan approved by the Board?
4. What steps will you take to ensure at all times Schedule 4 medicines are stored in accordance with the Premises Plan approved by the Board?
5. What steps will you take to ensure the ongoing supervision of Schedule 2 and Schedule 3 medicines when the pharmacist/s on duty is/are unavailable, such as when engaged in counselling, attending to an emergency situation or on a comfort break?
6. What steps will you take to ensure the ongoing supervision of Schedule 4 medicines when the pharmacist/s on duty is/are unavailable such as when engaged in counselling, attending to an emergency situation or on a comfort break?
7. What steps will you take to ensure at all times returned and unwanted medicines are secure? Please ensure you include your steps for the return of Schedule 8 medicines. Include person(s) responsible for these procedures.
8. What steps will you take to ensure a pharmacist consultation conducted in the proposed area for private consultation is not reasonably likely to be overheard by a person who is not a party to the consultation?
9. For each professional service, where will it be carried out and why are you satisfied the allocated area provides adequate space and an appropriate environment to effectively deliver the service?
  - Professional services include, but are not limited to:
    - Complex compounding:
      - Provide your procedures for the transfer of scheduled medicines to and from the Compounding Lab, including the security of these medicines during the transfer.
    - Screening, risk assessment and disease state management.  
Examples of services include asthma management, the Community Program for Opioid Pharmacotherapy (CPOP), diabetes support, sleep apnoea and weight management support.
    - Dose administration aids.
    - Vaccination - if your pharmacy provides Vaccination services:
      - Does the screened area or private room meet the following requirements as required in the Approved Setting in Appendix 2 to Structured Administration and Supply Arrangement (SASA) – Administration of Influenza Vaccines by Pharmacists – Issued 19 June 2019.
        - iii. That in the event of a severe adverse or anaphylactic reaction, the patient can safely lie prone and is there access for emergency staff to perform resuscitation procedures without hindrance.
      - Provide a copy of your processes in the event of a severe adverse or anaphylactic reaction.