

## Schedule 1 — Minimum standards of fitness for the competent and safe practice of pharmacy

[r. 13]

### 1. Premises generally

The premises are to —

- (a) have at least one door allowing direct access to members of the public from a street or thoroughfare; and
- (b) have no direct access to any adjoining premises.

### 2. Premises, fixtures and fittings to be clean etc.

- (1) The premises and all fixtures and fittings at the premises are to be in a safe, clean and hygienic condition and in good repair.
- (2) The premises are to have such devices and systems provided and maintained in good working order as is necessary to ensure that the premises are reasonably secure against burglary, robbery, theft and unexplained loss.

### 3. Equipment on premises

The premises are to be equipped with the equipment referred to in the Table.

**Table**

Item	Equipment	Number required
1.	Bar code scanner	one at each dispensing station
2.	Beakers: 100 ml 250 ml	one of each
3.	Appropriate heating device (e.g. gas, microwave or electric hotplate)	one

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<b>Item</b>	<b>Equipment</b>	<b>Number required</b>
4.	Funnel (glass or plastic)	one
5.	Measures graduated (dispensing glass): 10 ml 25 ml 50 ml 100 ml 250 ml	one of each
6.	Mortars and Pestles: Glass 75 mm Ceramic	one of each
7.	Refrigerator	one
8.	Scales Either: Dispensing Beam type to weigh to 50 g Counter Beam type to weigh to 1 kg with metric weights 5 mgm to 500 gm inclusive OR Electronic balance to weigh to at least 200 gm, with a readability of not less than 0.01 gm and standard deviation $\leq \pm 0.01$ gm	one set of each
9.	Slabs-ointment: 250 mm x 250 mm (minimum size)	one

<b>Item</b>	<b>Equipment</b>	<b>Number required</b>
10.	Spatulas: Stainless Steel	at least 2 different sizes
11.	Stirring Rods: Glass	one

**4. Access to reference documents**

The premises are to have a copy of, or immediate electronic access to, the latest editions, and all published amendments or supplements to those editions, of each of the following documents —

- (a) the Australian Medicines Handbook (also known as *AMH*);
- (b) the Australian Pharmaceutical Formulary and Handbook;
- (c) the MIMS annual or eMIMS or AusDI;
- (d) the Therapeutic Guidelines (complete series);
- (e) the *Pharmacy Act 2010* and the *Pharmacy Regulations 2010*;
- (f) the *Medicines and Poisons Act 2014* and the *Medicines and Poisons Regulations 2016*.

[Clause 4 amended: Gazette 17 Jan 2017 p. 411.]

**5. Records**

The premises are to have a safe and secure location for the keeping of records made under regulation 16.

**6. Dispensary**

- (1) The premises are to have an area for the dispensing of medicines or drugs that has a minimum floor area of 10 square metres (the *dispensary*).
- (2) The dispensary is to have a suitable sink that has hot and cold running water connected.

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**7. Area for private consultation**

The premises are to have an area in which a consultation conducted by a pharmacist is not reasonably likely to be overheard by a person not a party to the consultation.