
Pharmacy Registration Board of Western Australia

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GUIDELINES FOR PROFESSIONAL SERVICES ROOM – ADMINISTERING VACCINES AND OTHER INJECTIONS

Background

The Pharmacy Registration Board of Western Australia (**Board**) is responsible for administration of the [Pharmacy Act 2010](#), which provides for:

- the registration of premises as pharmacies, and
- the regulation of such premises and pharmacy businesses.

Following the Western Australian Department of Health (**Department**) expanding the list of approved vaccines that can be administered by trained pharmacists in approved settings at registered pharmacies, the Board:

- developed the Guidelines –
 - to document its requirements for a setting that supports the safe operation of an injection service at a registered pharmacy (**Pharmacy**).
 - to communicate its requirements to –
 - proprietors of pharmacy businesses,
 - pharmacists who have overall responsibility for a pharmacy business, and
 - pharmacists with a proprietary interest in pharmacy businesses,– collectively Principals.
- notifies Principals of its intention to apply its requirements –
 - to all future applications to –
 - establish a new pharmacy business,
 - relocate an existing pharmacy business to new premises, and
 - make significant alterations to an existing pharmacy business,– where the pharmacy business provides or will be providing an injection service.
 - to all pharmacy businesses providing an injection service from 1 January 2028.
- strongly recommends Principals who are designing or redesigning an area for the administration of an injection consider –
 - the approved setting requirements detailed in the relevant [Structured Administration and Supply Arrangement](#) issued by the Department's Chief Executive Officer of Health, and
 - the requirements detailed below.

Requirements

To support the safe operation of an injection service, the PHARMACY must have a suitable:

1. ADMINISTRATION SPACE (Professional Services Room)

To ensure the consultation cannot be seen or overheard, the Professional Services Room must:

- be enclosed by suitable walls.
- have a suitable door to the public area.
- provide easy access for the patient, including a person –
 - with disability, or
 - accompanied by a family member or carer.

The Professional Services Room must:

- provide –
 - freedom of movement for –
 - the trained pharmacist, and
 - the patient.
 - sufficient space for –
 - a patient to lie safely flat in the event of a severe adverse or anaphylactic reaction (**Emergency**), and
 - management of the Emergency.
- be –
 - well-lit and airconditioned.
 - safe, clean, and hygienic.
 - free of clutter.
 - in good repair.
- have –
 - appropriate patient seating, preferably a chair with arms to accommodate a person with mobility issues.
 - convenient hand hygiene amenity.
At least, antimicrobial hand sanitiser.
At best, antimicrobial hand sanitiser and hand washing facilities.
 - personal protection equipment, including suitable medical gloves and masks.
 - a spacious workspace made of an impervious material that is easy to clean.
 - a floor that is easy to clean.
 - a computer with –
 - software that supports the collection, assessment, and documentation of patient information, and
 - access to a printer.

- containers to dispose of sharps and clinical waste in a safe location.
- an in-date Emergency Response Kit.
- the Emergency Response Protocol clearly displayed.

The Professional Services Room:

- may have –
 - a treatment bed.
 - a refrigerator to store vaccines *if* –
 - it is a lockable vaccine refrigerator, and
 - the temperature within the refrigerator is routinely monitored and maintained within the range recommended for vaccine storage.
- may be used for other professional services, but does not meet the Department's minimum requirements for Extended Scope of Practice.
- must not be used –
 - to hold dispensed medicines and/or prepare dose administration aids.
 - to store general stock or merchandising materials.
 - as a staff area.

2. POST VACCINATION SPACE (Observation Area)

The Observation Area must provide –

- easy access and freedom of movement for the patient, including a person –
 - with disability, or
 - accompanied by a family member or carer.
- trained staff with a clear view of seated patients, preferably on chairs with arms to accommodate people with mobility issues.
- ready access to the Emergency Response Kit.

The Observation Area may be used as a patient waiting area.

The **PHARMACY** must also have:

- up-to-date written procedures for –
 - maintaining the Professional Services Room and the Observation Area in a suitable condition.
 - administering and storing relevant injections.
 - managing security of a suitable refrigerator in the Professional Services Room.
 - reporting Emergencies to the Western Australian Vaccine Safety Surveillance System.

For administration of vaccines, there must be a procedure for recording vaccinations on the Australian Immunisation Register.

- access to the latest edition of related reference documents.

For administration of vaccines, reference documents must include the latest edition of the –

- [Australian Immunisation Handbook](#), and
- [National Vaccine Storage Guidelines: Strive for 5.](#)
- hand washing facilities.
- sufficient staff for –
 - post administration patient monitoring.
 - management of an Emergency.