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PHARMACY No.

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**TASMANIAN PHARMACY AUTHORITY**

VERSION MARCH 2016

APPLICATION FOR APPROVAL AND REGISTRATION OF A NEW / RELOCATING PHARMACY PREMISES
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This form is to be used if you are proposing to open a **new** pharmacy or to **relocate** an existing pharmacy to a new location. If you are proposing a new name for a relocating pharmacy, you do not need to submit Form PNC, as long as 1.2 below clearly indicates the name change.

There is a charge of 310 Fee Units for this application and registration. The Authority will invoice you for payment.

Completed Form can be emailed to:
registrar@pharmacyauthority.tas.gov.au

PO Box 1082 Sandy Bay TAS 7005
Telephone: 0417 752 348

1 PHARMACY DETAILS**1.1 Names of all owners of the pharmacy business**

If the owners do not yet have an Eligibility Certificate, the relevant application(s) must accompany this form. Refer to the Pharmacy Ownership tab on the Authority website. If ownership of a relocating pharmacy is changing, please also submit CO – Change of Ownership Form

NAME	EMAIL

1.2 Details of new and existing pharmacy premises

EXISTING PHARMACY DETAILS <i>If applicable</i>	Pharmacy Name:	
	Street Address:	
		P/Code
NEW PHARMACY DETAILS	Proposed New Pharmacy Name: _____	
	New pharmacy proposed to commence and change of name (if applicable) to take effect from: _____ / _____ /20_____	
	Street Address:	
		P/Code

1.3 Contact details (for all correspondence in relation to this application to be sent)

Name:	
Address:	
	P/Code:
Phone/Mobile:	
Email:	

2. PREMISES DETAILS

2.1 When is it proposed to start building works on the premises? _____/_____/20____

2.2 Building Approval

Please attach a copy of the Council Building permit/approval for all structural alterations.

2.3 Right of Occupancy of these new premises. Owned or Leased* (*Strike out one)

If leased, you must inclose copy of relevant lease documentation.

If unavailable, state when documentation will be provided: **Date:** _____/_____/20____

2.4 Is it proposed that these pharmacy premises will be **used for access to another business?**
Eg: A Doctor's surgery

YES

NO

Provide details of that other business, including type and ownership - attach further documentation, if necessary.

2.5 Is it proposed that any person will conduct in these premises any form of business or agency **other than a pharmacy?**

YES

NO

Provide details of that other business, including type and ownership - attach further documentation, if necessary.

- 2.6 Will vaccination or immunisation services be provided within the pharmacy premises at any time (even briefly), either by trained pharmacy staff or by a visiting health professional?

YES



NO go to question 2.7

- 2.6.1 Will the vaccinations/immunisations be provided: (tick all relevant boxes)

	YES	NO
By Staff (including part time or casual employees)		
Pharmacist		
Nurse		
By a Visitor/Third Party Providers (including contractors)		
Pharmacist		
Doctor		
Nurse		
Other (specify)		
Are the services to be offered for a limited time in temporary space ? <i>If from a temporary space, you need to apply each year using Form PV, Application for Approval of a Vaccination Area in a Pharmacy Business Premises</i>		

- 2.6.2 Will the vaccination area be:

	YES	NO
Private for sound*		
Private in terms of visibility*		
Accessible by disabled clients		
Of sufficient size to have three seats: for the practitioner, the client and a carer; and for the client to lie down if there is an adverse reaction		
Please specify the room's dimensions:		
* If screens are being used , please provide details about their construction and height:		
.....		
.....		

- 2.6.3 Will the Vaccination area have:

YES NO

	YES	NO
A sharps disposal bin		
Medical waste bin		
Hand washing or hand sanitation facilities		
Access to a fridge		
Room for a client to lie down and have first aid/CPR administered		
Sufficient room for all necessary equipment and records		
Seating nearby, visible from the dispensary, to observe clients after vaccinations		
Security and privacy of any/all client records either stored there or as relevant for the day's bookings		

- 2.6.4 Is the vaccination room also used for:

YES NO

	YES	NO
Storage of stocks of scheduled items		
Storage or preparation of Webster packs		

2.7 Is there access for disabled persons?

YES

NO – please attach advice of how this will be rectified

3 FLOOR PLAN AND LAYOUT DETAILS (see last page for definition of “dispensary”)

3.1 Enclose a floor plan of the premises, drawn to scale, and which clearly show:

- i) location, dimensions and area of dispensary; (See appendix for definition of dispensary). **Please clearly mark the boundary of the dispensary on the plans.**
- ii) Location of areas for storage and display of Schedule 2 and Schedule 3 medication (which must comply with Poisons Regulation). **Please clearly mark the plans showing the 4m boundary for Schedule 2 medications ensuring clear line of sight from the dispensary.**
- iii) is constructed in a manner which minimises distractions to dispensary processes;
- iv) location, dimensions and area of dispensing benches, including height of benches and height of any screens between the dispensary and trading area;
- v) location of stainless steel sink and reticulated hot and cold water
- vi) locations of Narcotics safe, refrigerator and heating facilities for the dispensing and compounding of drugs and medicines;
- vii) location(s) of computer equipment and showing the area of bench space occupied by this equipment;
- viii) location and dimensions of counselling area or room;
- ix) location and dimensions of vaccination/immunisation area or room
- x) location and dimensions of storeroom(s) or secure unpacking area;
- xi) location and dimensions of trading area, including counters and gondolas
- xii) location(s) and dimension(s) of any other rooms or areas, eg office, staffroom, beauty treatment room, earpiercing room, pregnancy testing room, toilets;
- xiii) location and dimensions of any agencies, eg Post Office, Bank or ATM, Health Insurance, Tattsлото, Credit Union;
- xiv) location of doors and windows.

3.2 Enclose a location plan, showing area surrounding the premises, including buildings, roadways, footpaths, walkways, car-park.

4 SECURITY

4.1 Perimeter - Describe how the perimeters of the building are protected from illegal entry.

Doors	
Windows	
Skylights	

4.2 Intrusion Detection

Will an alarm system, fitted with a siren and monitored to a central monitoring station on a 24-hour basis, be installed ? YES

Will the system:

- | | | |
|---|--------------------------|--------------------------|
| | YES | NO |
| i) comply with the recommendations of your insurer or the police? | <input type="checkbox"/> | <input type="checkbox"/> |
| ii) be set and tested daily? | <input type="checkbox"/> | <input type="checkbox"/> |
| iii) be inspected at least annually under contract? | <input type="checkbox"/> | <input type="checkbox"/> |
| iv) be monitored for line failure? | <input type="checkbox"/> | <input type="checkbox"/> |

4.3 Narcotics Storage

Is the narcotics safe constructed and located in accordance with Poisons Regulations 2008 – Regulation 25 YES

Brand and Model of Safe

.....

Is the safe a floor or in-ground safe?

If it is a floor safe, how much does it weigh?

Is the safe glued and bolted to a concrete floor? YES NO

Is a “Day Safe” (a lockable drawer or cupboard used solely for storage of Schedule 8 substances only while the pharmacy is open) to be operated in accordance with Pharmaceutical Services Branch requirements?

DECLARATION

I / We hereby declare that the information provided in this application is true and correct

Please sign below:

Please PRINT your name legibly

.....
.....
.....
.....

Dated: / /

False Declaration: *A person found guilty of making a false or misleading statement is guilty of an offence and is liable to penalties (Section 68, Pharmacy Control Act 2001).*

Checklist: the following items must be attached to this application.

- Internal plans which clearly show **all of the items specified** in Section 3
- A location plan (see 3.2)
- A copy of council building permit (see 2.2)
- A copy of the building lease if building is not owned (see 2.3)
- Form CO, Change of Ownership and any necessary Applications for Eligibility Certificates and approval of trusts and body corporate structures (where applicable)
- Plans to make the premises accessible for people with disabilities

<p>Appendix - Definition of a Dispensary</p>

<p>The Authority has adopted the following definition of a dispensary.</p>
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The dispensary **sits within** the professional service area of the pharmacy. The professional services area may also include counselling areas, prescriptions in/out counters and where Schedule 2 items are stored.

The dispensary is that part which:

- a) is an area within a pharmacy that a pharmacist reserves for the dispensing or preparation of prescriptions and scheduled medicines; and
- b) is enclosed by walls and/or partitions which ensure privacy for the pharmacist; and
- c) provides an environment where a pharmacist can undertake dispensing and other functions in a safe and professional manner (including measures to control and minimise distractions); and
- d) is an area where schedule 3 and schedule 4 medicines are stored; and
- e) is an area to which the public is denied access; and
- f) is positioned to allow a pharmacist to effectively supervise that part of the pharmacy premises where schedule 2 and unscheduled medicines are kept, sold or supplied; and
- g) is an area where the pharmacist has ready access to required reference materials; and
- h) is an area separate from where items other than medicines are kept or stored; and
- i) is an area in which medicines are stored in a manner which will not promote the sale of a product or to which undue attention would be drawn; and
- j) is separate from the area for unpacking goods.

<p>Advice to applicants</p>

The Authority will consider your application and you will be advised when **approval in principle** has been given to your premises. You will be invoiced at this time for payment of the premises application registration fee (if you did not make this payment when you lodged your application).

The fee is 310 Fee Units (@ \$1.51 = \$468.10 in 2015/16)

Once you have completed the works and the pharmacy is operating, you must advise the Authority by lodging an "**Form AC - Advice of Completion**". This is the trigger for the Authority to arrange an inspection of the premises.

Once the Authority has received both payment of your registration fee and has considered the Inspection Report and is satisfied that the pharmacy meets all requirements, the pharmacy will be officially registered. At this time, you will be formally advised of the registration of your premises, and a **Certificate of Registration of Pharmacy Premises** will be emailed to you.

Please do not hesitate to contact the Registrar if you have any queries,

<p>PERSONAL INFORMATION PROTECTION STATEMENT</p>

<p>Personal information will be collected from you by the Tasmanian Pharmacy Authority for the purpose of administering the ownership and registration of Tasmanian pharmacy business premises. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to contractors and agents of the Tasmanian Pharmacy Authority, law enforcement agencies, Medicare Australia, the Australian Health Practitioner Regulation Agency, the Pharmaceutical Services Branch of the Department of Health and Human Services, courts and other organisations authorised to collect it. Your personal information will be managed in accordance with the <i>Personal Information Protection Act 2004</i>. You may access your personal information on request to the Tasmanian Pharmacy Authority. You may be charged a fee for this service.</p>
