1. **GENERAL INFORMATION**

**1.1** This standard is intended to give guidance to pharmacy proprietors who provide a service to a depot pharmacy.

**1.2** Pharmacy Depots found to be in compliance with this standard will be issued a Certificate of Compliance with the following conditions:

* effective for two years;
* valid only for the address listed;
* not transferrable from the assigned business; and
* not valid if the premises undergo major retrofitting.
* possess a procedures manual covering all operational aspects of the depot;
* have a valid Schedule 2 Licence

**1.3** No direct dispensing to the patient is to occur at any premises listed as a pharmacy depot.

1. **CONSIDERATION**
   1. **NEW APPLICATIONS**

All premises will be considered on a case by case basis with the following:

* Applicant must be a pharmacy business owner in accordance with Schedule 7 Clause 2 of the *Health Practitioners Act 2004*
* The pharmacy must be located in the Northern Territory.
* The site for the depot must be at least 50 Km (by direct road access) from the nearest pharmacy;
* The proposed depot site must have in-place a current Schedule 2 License in accordance with Section 36 of *Medicines Poisons and Therapeutic Goods Act 2012.*
* The responsible person at the depot must:
  + be at least 18 years old;
  + not been convicted of a serious criminal offence over the last five years – punishable by a term of imprisonment of two years or more; and
  + not have a drug addiction or have undergone treatment for drug addiction in the last five years; and
  + be able to provide a report obtained from the Commissioner of Police containing the details of their criminal record as defined in Section 3(1) of the *Criminal Records (Spent Convictions) Act*.
  1. **EXISTING PREMISES**

All pharmacy depots must operate in accordance with this Standard.

All depot sites, must be inspected for compliance at least every two years.

If a pharmacy business commences trading within 50Km (by direct road access), the site must cease operations as a pharmacy depot within 48 hours of the pharmacy being open to the public.

1. **MEMORANDUM OF UNDERTAKING**

Pharmacy depots must have in place a memorandum of undertaking signed by:

* the pharmacist proprietors for the providing pharmacy and
* the responsible person at the depot.

1. **PROCEDURES MANUAL**

All pharmacy depots must have a procedures manual, endorsed by the pharmacist proprietors. As a minimum the procedures manual must provide guidance to operational staff at the depot including:

* Security of the depot.
* Ordering of scheduled medicines.
* Storage of medicines, including temperature sensitive products.
* Supply of prescription medicines.
* Electronic transmission of prescriptions.
* Requests for the supply of Schedule 3 medicines – including pharmacist involvement.
* Privacy and confidentiality considerations.
* Secure transport of medicines and prescriptions.
* Return of uncollected/unwanted or expired medicines and prescriptions.

1. **PACKAGING AND TRANSPORT REQUIREMENTS**

All prescription items and pharmacist supervised requests for Schedule 3 items must be packaged in such a way as to maintain confidentiality and identification of requested items.

Temperature requirements of medicines including refrigerated items must be maintained at all times.

Items for transport to/from the pharmacy and the pharmacy depot must also be packaged to maintain confidentiality and identification.

1. **PHARMACY DEPOT - PREMISES REQUIREMENTS**

The pharmacy depot can be located within an existing business, for example a post office, supermarket or health foods store providing the existing business does not hold a liquor license.

Pharmacy depots can also be a stand-alone business.

Each business type must meet minimum premises requirements.

* 1. **Security**

All pharmacy depots must be properly secured during all out of hours. As a minimum, all doors and windows must be securely locked to prevent entry. If the depot is an adjunct to another business type, the depot should be secured to prevent inadvertent access by non-responsible persons. It is also strongly recommended a back to base alarm system be fitted and monitored by a licensed security firm, including the use of CCTV.

* 1. **Equipment**

As a minimum requirement each pharmacy depot must contain:

**6.2.1** A secure receptacle for the storage for all delivered medicines. Access to the secure storage must be by the responsible person or their delegate. Examples may include a lockable filing cabinet or safe. The responsible person at the depot must keep a register of key/access code for all persons who have access to the medicines storage.

**6.2.2** Confidential video-conferencing or Skype facilities to allow interactions with pharmacy depot clients and pharmacist.

**6.2.3** Facilities for scanning and/or transmitting copied prescriptions.

**6.2.4** A Refrigerator: The refrigerator must have the ability to adequately monitoring the inside temperature. Data loggers and temperature probes with external monitors would be deemed acceptable.

* 1. **Lighting**

The pharmacy depot must have adequate lighting to readily identify the intended recipient of the pharmacy goods. Lighting for this purpose must be in the range of 240 to 400 Lux.

* 1. **Signage**

Premises approved as a pharmacy depot may utilise the word ‘pharmacy’ to describe the business is acting as a depot or agency. Any advertising must also clearly state that the premises are not a ‘full service’ pharmacy and no pharmacist is on duty. Any signage must be of sufficient size to be deemed appropriate.

1. **REFERENCES**

* *Medicines Poisons and therapeutic Goods Act 2012* (NT)
* *Health Practitioners Act 2004* (NT)
* *Criminal Records (Spent Convictions) Act 1992* (NT)
* Victorian Pharmacy Authority – Guidelines effective 1 November 2019
* Australian Government, Department of Health, Office of Drug Control, Guideline: Fit and Proper Persons and Suitable Staff – Version 2.0 January 2020
* Worksafe NT – Managing the Work Environment and Facilities – Code of Practice – updated 29 January 2020

1. **DISCLAIMER**

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| In case of any conflict or discrepancy between this document and legislation, the legislation prevails. |