

Description

502062 560 .0.10 INTRODUCTION

Preamble
Introduction
Policy Statement
Description of Unit

PLANNING

Operational Models
Operational Policies
Models of Care/Work Practices
Planning Models
Functional Areas
Functional Relationships

DESIGN

Access
Car Parking Requirements
Disaster Planning
Infection Control
Environmental Considerations
Space Standards and Components
Safety and Security
Finishes
Fixtures & Fittings
Building Service Requirements

COMPONENTS OF THE UNIT

General
Standard Components
Non-standard Components

APPENDICES

Schedule of Accommodation
Functional Relationships
Checklists

	Description
502163 560 .0.10	INTRODUCTION
	Preamble
	Introduction
	Policy Statement
	Description of Unit
	PLANNING
	Operational Models
	Operational Policies
	Planning Models
	Functional Areas
	Functional Relationships
	DESIGN
	Access
	Car Parking Requirements
	Disaster Planning
	Infection Control
	Environmental Considerations
	Space Standards and Components
	Safety and Security
	Finishes
	Fixtures and Fittings
	Building Services Requirements
	COMPONENTS OF THE UNIT
	General
	Standard Components
	Non-Standard Components
	APPENDICES
	Schedule of Accommodation
	Functional Relationships Diagram
	Checklists
	References and Further Reading

Part B - Health Facility Briefing and Planning

INTRODUCTION

Preamble

502164 560 .1.00 In the Guide to the Role Delineation of Health Care Facilities, (Third Edition 2002), Pharmacy is one of the eight Clinical Support Services essential to the successful provision of clinical core services.

Planners should use this document to determine the service profile and roles of the institution/s in which the Pharmacy Unit occurs to determine the extent of facility needs.

It is essential to be aware of the impact of:

- Operational Policies
 - Changes to legislation
 - New technologies and
 - Changing role of the Pharmacist
- on the Unit itself and associated facilities in other units.

In addition, facility design, must, where appropriate, meet all necessary criteria to reach accreditation standards with regard to design and equipment.

Introduction

502165 560 .2.00 This Health Planning Unit is a resource to assist in the planning, design and construction of a Pharmacy Unit. It must be read in conjunction with generic planning requirements and Standard Components described in Parts A, B, C, D & E of these Guidelines.

Policy Statement

502166 560 .3.00 NSW policies and other legislation and organisations that will/may impact on the establishment and delivery of Pharmacy services include:

- NSW Health PD2005_206, "Policy on the Handling of Medication in NSW Public Hospitals"
- NSW Health PD2005_590, "Principles for the Preparation of Pharmaceuticals in Hospital Pharmacy Departments in NSW"
- Pharmacy Act 1966
- Poisons and Therapeutic Goods Act 1966
- "Standard for the Preparation of Pharmaceuticals in Australian Hospital Pharmacy Departments", National Coordinating Committee on Therapeutic Goods (NCCTG) September 1993 (AJHP Volume 24, No 2, 1994:182-8).
-
- Protecting People and Property – NSW Health Policy and Guidelines for Security Risk Management in Health Facilities, Chapter 18, Security in Pharmacies. December 2003.
- Australian Standards particularly Cleanroom Standards.
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503258 560 .3.01 PHARMACEUTICAL BENEFITS SCHEME (PBS) REFORMS

Under the current Pharmaceutical Benefits Scheme (PBS) in NSW, most patients are given up to five days of medication free of charge when discharged from public hospitals and need to visit their doctor within those five days for a

Part B - Health Facility Briefing and Planning

prescription for ongoing supplies.

Reforms to the Pharmaceutical Benefits Scheme (PBS) are now being implemented in all states except NSW and under the reforms, eligible patients can receive up to a month's supply of each medicine on discharge or when attending a public hospital as an outpatient.

This has implications for storage both bulk and in dispensing areas that need to be considered.

Description of the Unit

502167 560 .4.00 DEFINITION OF HPU

A Hospital Pharmacy provides a facility for the following pharmaceutical services:

- inpatient and outpatient dispensing
- maintenance and monitoring of unit imprest systems
- patient advisory services including discharge planning, counselling and compliance monitoring
- controlled storage, recording and distribution of narcotics and accountable substances
- manufacture/preparation of non-sterile compounds (lotions, ointments etc)
- sterile manufacturing and IV admixture services (including parenteral nutrition)
- utilisation review and adverse drug reactions reporting
- drug monitoring, information and advisory services
- staff education and training
- preparation of drugs for clinical trials.

PLANNING

Operational Models

502168 560 .5.00 HOURS OF OPERATION

In general, the Pharmacy will operate during weekday business hours with a limited service on Saturdays, with an after-hours on call pharmacist service for emergencies and an after-hours drug cupboard accessible to authorised staff.

Level 5 & 6 Units may provide a more extensive service at weekends and on public holidays.

502169 560 .6.00 GENERAL ARRANGEMENT

Pharmacy services may be restricted to a single health care facility, or services may be extended to outlying facilities and the wider community, the latter particularly in remote rural areas. This will create specific requirements for storage, packing and dispatch of goods.

Operational Models

502170 560 .7.00 UNIT DOSE SYSTEMS

If a unit dose system is used, there will need to be additional space and equipment for supplies, packaging, labelling and storage, as well as for the carts.

502171 560 .8.00 PRIVATE PHARMACY

If it is proposed to establish a private Pharmacy as part of the Hospital's Retail Precinct, it needs to be determined what, if any, prescription drugs will be supplied by the private Pharmacy and the impact on Main Pharmacy outpatient dispensing.

Operational Policies

502172 560 .9.00 STORAGE OF PHARMACEUTICALS AND DRUGS OF ADDICTION

An early decisions needs to be made regarding the location of the Bulk Store and storage methods and systems bearing in mind the variety of transport containers and cartons in which products will be delivered, stock levels to be maintained and special storage needs.

Pharmaceuticals must not be left on loading docks but transferred immediately to a secure area and for this reason a bulk store directly attached to the Pharmacy is preferred. In particular, drugs of addiction must be transferred immediately to the Pharmacy Drugs of Addiction Store.

502173 560 .10.00 STORAGE OF IV / DIALYSIS FLUIDS

The storage of bulk IV and dialysis fluids do not present the same security concerns as do pharmaceuticals. If space within the Pharmacy Unit is limited, or large quantities are required to be held, a remote Bulk Store may be appropriate. There must be direct access to a loading dock, particularly if pallet storage is required.

In this instance, there will need to be an area within the Pharmacy Unit itself for delivery, unpacking and checking contents and an area for disposal of packing waste.

502174 560 .11.00 CYTOTOXIC PREPARATION

This may occur in-house in a dedicated Cytotoxic Suite or may be by external purchase depending on quantities required.

Isolators may be used in smaller centres.

Facilities must comply with the relevant Australian Cleanroom Standards and NSW Health policies for the preparation and safe handling of cytotoxic drugs.

502175 560 .12.00 IV ADMIXTURE

Individual hospital's Drug (or Drug and Therapeutic) Committee will determine who, other than the pharmacist, may load IV fluids (e.g. Clinical Nurse Specialists, ward nursing staff) and the impact this may have on both Pharmacy space and space in other unit medication areas if any.

PD2005-206 Section 6.4.4.4 states that "It is preferable that all additives to

Part B - Health Facility Briefing and Planning

intravenous solutions are made under controlled environmental conditions. Such conditions consist of either cleanroom facilities housing laminar flow clean workstations or pharmaceutical isolators which comply with the Australian Standards.”

Para 6.4.4.5 goes on to state that “When not prepared under controlled environmental conditions, as defined above, IV medications must be prepared immediately prior to administration using aseptic techniques.”

502176 560 .13.00 AUTOMATED DISPENSING SYSTEMS

Early consideration needs to be given to the use of these systems with regard to:

- who will stock and check
- impact on pharmacy storage
- impact on layout of unit medication rooms and
- access to necessary power and data outlets
- adequate security.

502177 560 .14.00 PNEUMATIC TRANSPORT SYSTEMS

If installed and used for transport of medications and scripts, location of stations in both the Pharmacy itself and outlying units must be carefully reviewed, particularly in outlying units regarding security. Note that it must NOT be used for transport of cytotoxic drugs.

502178 560 .15.00 PATIENT SELF-MEDICATION PROGRAMMES

Best in non-acute areas.
Bedside lockers.

503259 560 .15.00 PATIENT COUNSELLING

Consideration should be given to utilisation of newer technologies for patient education & as an adjunct to counselling, e.g.CD or web-based self-directed packages. Technology to support this needs to be available in reception and/or counselling areas & be suitable for disabled patients. Storage space for patient information resources & counselling aids such as placebo inhalers and written drug information sheets will need to be included.

503260 560 .15.01 QUALITY ASSURANCE

Some hospitals have the practice of having a second check on dispensed goods by a pharmacist before dispatch or giving to a patient. This will require additional space in the Assembly/Dispensing Area of the Pharmacy.

502179 560 .16.00 WASTE MANAGEMENT

Planning teams need to establish disposal techniques and associated storage requirements for all types of waste. The disposal of drugs, particularly drugs of addiction are subject to specific regulations.

“Pharmaceutical waste must be incinerated at a licensed controlled waste facility. Certain pharmaceuticals may only be destroyed by authorised persons under the Poisons and Therapeutic Goods Act 1966. Pharmaceutical waste must not be

Part B - Health Facility Briefing and Planning

disposed through a sewerage system.” (NSW Health – Waste Management Guidelines for Health Care Facilities, August 1998)

Other categories of waste will include:

- sharps
- cytotoxic waste
- packing waste
- general waste
- glass and containers.

Planning Models

502180 560 .17.00 SINGLE UNIT

The Pharmacy Unit should ideally be a single self-contained facility.

502181 560 .18.00 DEDICATED OUTPATIENT PHARMACY

In large facilities it may be necessary to establish a separate Outpatient Pharmacy if it is not possible to locate the main Pharmacy so as to be readily accessible to outpatients. However, this is less than desirable and can create major duplication and inefficiencies and should be avoided if at all possible.

502182 560 .19.00 SATELLITE PHARMACY UNITS

A Pharmacy Satellite Unit is a room or suite of rooms in a hospital that is located remote from the main Pharmacy Unit but is managed by Pharmacy Staff. Acceptable is a dedicated Cytotoxic Unit in a Cancer Centre, a room with an isolator in a Cancer Day Unit and also applies to the After-Hours Drug Cupboard.

The term “satellite” does not apply to ward medication areas. Under NSW legislation, once medication is supplied from the Pharmacy to the ward/unit, it becomes the responsibility of the nurse in charge of the ward/unit.

502183 560 .20.00 WARD / DEPARTMENT-BASED SATELLITES

Perhaps because of the increased clinical role of the pharmacist, ward-based satellites have proliferated. Impact on stock levels, staffing, security etc...

Functional Areas

502184 560 .21.00 FUNCTIONAL ZONES

The Pharmacy Unit may be divided into “accessible” and “restricted” functional areas.

502185 560 .22.00 ACCESSIBLE AREAS

- Outpatient reception, counselling and waiting areas Waiting may be shared with an adjoining unit. This area will also be designed for access by non-Pharmacy staff and couriers as a drop-off/collection point.

- goods receipt area (direct or from remote bulk store)

- dispatch exit for ward trolleys etc

Part B - Health Facility Briefing and Planning

- after-hours drug store that may be part of the Pharmacy accessible from outside or located in a 24 hour zone of the hospital

502186 560 .23.00 RESTRICTED AREAS

- inpatient and outpatient dispensing areas
- imprest stock storage, assembly and dispatch areas including trolley parking
- preparation and manufacturing areas – non-sterile
- bulk store & decartoning/unpacking area
- secure storage for accountable drugs
- refrigerated storage
- storage of flammable goods
- drug information area
- staff offices and amenities

502187 560 .24.00 OPTIONAL AREAS

Depending on its Role Delineation and Operational Policy, the Pharmacy may also include:

- sterile manufacturing, which may include sterile and cytotoxic manufacturing cleanroom suites
- facilities for clinical trials including dispensing areas, secured storage and records area and workstations.
- additional space for compounding products.

502188 560 .25.00 STERILE PREPARATION AREA

If sterile products – including cytotoxics - are prepared in the Pharmacy, either cleanroom facilities housing laminar flow clean workstations or pharmaceutical isolators will be required that comply with the relevant Australian standards.

Note: If manufacturing, refer to the NCCTG Standard (refer Section 3)

502190 560 .27.00 WARD / UNIT REQUIREMENTS

Assuming no ward-based satellites, each ward and department should have a dedicated, secure area for drug storage – including refrigeration - preparation and checking, with a computer and space for the pharmacist to work and space to park medication trolleys if used. This area may be part of a Clean Utility Room or a separate Medication Room. Space requirements and fitout may vary from unit to unit depending on unit size and clinical specialty.

503261 560 .27.00 STORAGE OF DD REGISTERS AND PRESCRIPTIONS

Part B - Health Facility Briefing and Planning

50201 500 .27.00

The requirements for storage of old Dangerous Drug (DD) registers have recently increased from 2 years to 7 years and some pharmacies also store ward/department registers. In addition, storage of prescriptions is now between 2 and 7 years thus increasing storage requirements.

Functional Relationships

502191 560 .28.00 EXTERNAL

Access to a loading dock and bulk storage if latter not part of main Pharmacy

502192 560 .29.00 INTERNAL

- Ambulatory Care Units / Outpatient Clinics with quiet areas for counselling.
- Cancer Unit/s if no Cytotoxic Satellite.

Installation of a pneumatic tube transport system and electronically-transmitted prescriptions when available make/will make relationships with inpatient units less critical for drug distribution but ready access is required by the Pharmacists to expedite their clinical role.

DESIGN

Access

502193 560 .30.00 EXTERNAL

From loading dock for delivery of bulk supplies

Access by couriers.

Ready access to lifts for transport of supplies to wards and departments.

502194 560 .31.00 INTERNAL

Points of access required by:

- Pharmacy staff
- Visitors
- Other staff collecting scripts
- Outpatients delivering and collecting scripts
- Supplies delivery

Access to an interview room for outpatients will be dual access and controlled from inside the Unit.

Access for large items of equipment and bulk stores.

Disaster Planning

502195 560 .32.00 Consideration needs to be given to requirements for storage of large volumes of drugs in the event of a major disaster.

Refer to Part C of these Guidelines for further information.

Part B - Health Facility Briefing and Planning

Infection Control

- 502196 560 .33.00 Handwashing facilities should be provided in each room/space where products are handled. Scrub facilities will be required in Sterile Suites.

Refer to Part D of these Guidelines for further information.

Environmental Considerations

- 502197 560 .34.00 GENERAL

Internal temperatures should not rise above 25oC.

Controlled temperature and humidity for drug storage.

- 502198 560 .35.00 ACOUSTICS

Not applicable.

- 502199 560 .36.00 NATURAL LIGHT

The Pharmacy Unit should be naturally lit and present external views for the benefit of staff. However, security considerations are of the utmost importance to prevent unauthorised entry and maintain privacy of the operations of the Unit. Windows should not be sited such that public walking past are able to see into the Unit.

- 502200 560 .37.00 PRIVACY

Required in patient consultation areas.

Space Standards and Components

- 502201 560 .38.00 ERGONOMICS

Accessible storage systems.

Refer to Part C of these Guidelines for information.

- 502202 560 .39.00 HUMAN ENGINEERING

Refer to Part C of these Guidelines for information.

- 502203 560 .40.00 ACCESS AND MOBILITY

Refer to Part C of these Guidelines for information.

- 502204 560 .41.00 DOORS, WINDOWS AND CORRIDORS

Refer to Part C of these Guidelines for information.

Part B - Health Facility Briefing and Planning

Safety and Security

502205 560 .42.00 SAFETY

Duress alarms particularly at Outpatient dispensing counter.

502207 560 .43.00 SECURITY

Refer to "Protecting People and Property - NSW Health Policy and Guidelines for Security Risk Management in Health Facilities" Chapter 18 Security in Pharmacies" Also Section 2, Chapters 9 to 14 for further information on access control, key control, alarm systems, lighting and camera surveillance.

Also refer to Part C, Section 790.58 of these guidelines.

Security shutter at outpatient dispensing counter when not in use.

The Accountable Drugs Store/Safe should not be located on an outside wall or stairwell.

Finishes

502208 560 .44.00 WALL PROTECTION

Wall protection will be required to prevent damage from trolleys.

Also refer to Part C of these Guidelines

502209 560 .45.00 FLOOR FINISHES

Refer to Part C of these Guidelines

502210 560 .46.00 CEILING FINISHES

Refer to Part C of these Guidelines

Fixtures & Fittings

502211 560 .47.00 Refer to Part C of these Guidelines and to the Room Data Sheets (RDS) and Room Layout Sheets (RLS) for further detailed information

Building Service Requirements

502212 560 .48.00 INFORMATION TECHNOLOGY / COMMUNICATIONS

Bar coding

Electronic scripts

502213 560 .49.00 ELECTRONIC PRESCRIBING & TRANSFER OF SCRIPTS

502214 560 .50.00 BARCODE TECHNOLOGY

Part B - Health Facility Briefing and Planning

For patient identification & tracking

502215 560 .51.00 ALARM SYSTEMS

Duress alarms

Movement sensors

Electronic door controls

COMPONENTS OF THE UNIT

General

502216 560 .52.00 The Pharmacy Unit will consist of a combination of Standard Components and Non-Standard Components.

Standard Components

502217 560 .53.00 Standard Components must comply with details in Standard Components described in these Guidelines. Refer also to Standard Components Room Data and Room Layout Sheets.

Provide the Standard Components as identified in the Schedule of Accommodation.

Non-Standard Components

502218 560 .54.00 Provide the Non-Standard Components as identified in this section and in the Schedule of Accommodation, according to the Operational Policy and Functional Brief.

Cleanrooms for sterile and cytotoxic manufacturing are covered by Australian Standards.

503264 560 .55.00 PHARMACY COUNTER

DESCRIPTION & FUNCTION

The “public” face of the Pharmacy Unit. Accessed by outpatients delivering and collecting scripts, staff from other units and first point of call for visitors to the Unit and couriers. Will need bench space for preparation and for computer use.

LOCATION & RELATIONSHIPS

Direct but discreet access to the outpatient dispensing area of the Pharmacy Unit. Direct internal access to the Interview Room for patient medication counselling.

CONSIDERATIONS

“Hatch” with roller shutter for security.
Duress alarm

502219 560 .55.05 ASSEMBLY / DISPENSING AREAS

DESCRIPTION & FUNCTION

Part B - Health Facility Briefing and Planning

The areas where prescription drugs are assembled, packaged and labelled & include quality control procedures. An additional checking area may also be required in those hospitals that have the practice of a second check on dispensed goods by a pharmacist before dispatch or giving to a patient.

The outpatient and inpatient workstations will usually be separately defined and in large units may be two distinct but adjoining areas. Location for pneumatic tube system station if installed.

It will be designed to store commonly used drugs (PBS Reforms will considerably add to storage requirements) and accommodate computers and label printers.

LOCATION & RELATIONSHIPS

The main core of the Unit.

CONSIDERATIONS

Accessible storage space will be required for labels drug information sheets etc.

Infrastructure for increasing use of computers for electronic patient information and script transfers, bar code technology, telephones and faxes.

Ample bench space is critical in these areas.

502220 560 .56.00 NON-STERILE MANUFACTURING AREA

DESCRIPTION & FUNCTION

Manufacture/preparation of lotions, ointments etc that do not require a sterile environment.

LOCATION & RELATIONSHIPS

Away from the general dispensing area. Access to bulk supplies.

CONSIDERATION

Separation of "wet" and "dry" zones.

A sink for washing the equipment used in manufacture of creams, medicines, powders etc is required.

Part B - Health Facility Briefing and Planning

APPENDICES

Schedule of Accommodation

502239 560 .57.00 A Generic Schedule of Accommodation for a Pharmacy Unit at Levels 3, 4, 5, and 6 follows.

Note: (o) in Qty/xm2 column = Optional

MAIN PHARMACY

ROOM/SPACE	Standard Component		Level 3 Qty x m2	Level 4 Qty x m2	Level 5 Qty x m2	Level 6 Qty x m2	Remarks
MAIN PHARMACY							
WAITING	yes		1 x 5	1 x 5	1 x 8	1 x 8	Discrete. 4 - 6 seats, some standing room
COUNTER - PHARMACY	yes		1 x 9	1 x 9	1 x 9	1 x 9	Incl. shelving for scripts. Also include dedicated staff entry
MEETING (INTERVIEW) ROOM - SMALL	yes		1 x 9	1 x 9	1 x 9	1 x 9	Interview / counselling. Dual access from Waiting & Pharmacy
AFTER-HOURS DRUG STORE	yes(draft)		0	1 x 4	1 x 4	1 x 4	May be remote or may be at the Pharmacy perimeter with inside/outside access
OFFICE - DRUG INFORMATION	yes		1 x 9	1 x 9	1 x 18	1 x 18	Will require internet access and storage space
OFFICE - SINGLE - DIRECTOR	yes		1 x 9	1 x 9	1 x 12	1 x 12	Near entry for observation & visitor access
STORE - ACCOUNTABLE DRUGS	yes		1 x 4	1 x 4	1 x 8	1 x 8	May be wall-mounted or walk-in safe. Near Assembly & Office for observation.
BAY - HANDWASHING	yes		2 x 1	3 x 1	4 x 1	4 x 1	Minimum
ASSEMBLY / DISPENSING - IP / OP	yes(draft)		1 x 20	6 x 2.2	8 x 2.2	10 x 2.2	Base on 2.2m2 per pharmacist station. IP & OP may need to be separate areas. Adjust for
STORE - DISPENSING SUPPLIES				1 x 4	1 x 6	1 x 6	Labels etc
OFFICE - WORKSTATION	yes		0	0	2 x 4.4	2 x 4.4	In Dispensing Area for computers
STORE - ASSEMBLY / DISPENSING	yes		1 x 9	1 x 9	1 x 24	1 x 24	Incl. Ward stock
STORE - REFRIGERATED			1 x 6	1 x 6	1 x 12	1 x 12	Refrigerators & Freezers
DISPATCH / COLLECTION (INPATIENTS)			0	0	1 x 11	1 x 11	Imprest trolleys
PREPARATION ROOM (MANUFACTURING)	yes(draft)		1 x 12 (o)	6 x 2.2	8 x 2.2	10 x 2.2	2.2m2 per person. Preparation of extemporaneous compounds. Adjust for staffing.
DISPENSING - CLINICAL TRIALS			0	0	1 x 12	1 x 12	Optional.
GOODS RECEIPT	yes(draft)		1 x 5	1 x 5	1 x 14	1 x 14	Direct and/or from remote Bulk Store
STORE - BULK	yes		1 x 30	1 x 30	1 x 150	1 x 150	May include pallets. Confirm size. ? In Pharmacy or Stores.
CLEANER'S ROOM	yes		1 x 5	1 x 5	1 x 5	1 x 5	
STORE - OLD DD REGISTERS/PRESCRIPTIONS	yes		1 x 6	1 x 6	1 x 8	1 x 8	
STORE - IV FLUIDS	yes		0	0	1 x 20	1 x 20	May be part of bulk store. Access from sterile manufacturing suite

Part B - Health Facility Briefing and Planning

Schedule of Accommodation

502240 560 .57.10 STAFF AREAS (will depend on Staff Establishment)

STAFF AREAS							
STORE - PHOTOCOPY / STATIONERY	yes		0	1 x 8 (o)	1 x 8	1 x 8	
OFFICE - WORKSTATION (PHARMACISTS)	yes		0	5.5	5.5	5.5	As per Staff Establishment. Shared or open plan
PROPERTY BAY - STAFF	yes		1 x 2	1 x 2	1 x 2	1 x 2	
SHOWER - STAFF	yes		0	0	1 x 2	1 x 2	Emergency use
BAY - BEVERAGE	yes		1 x 3	1 x 3	0	0	May be part of Meeting Room
STAFF ROOM	yes		0	0	1 x 15	1 x 15	Includes Beverage Bay
MEETING ROOM	yes		0	1 x 12	1 x 15	1 x 15	

502241 560 .57.20 STERILE MANUFACTURING (2 Rooms - optional)

STERILE MANUFACTURING (2 ROOMS - OPTIONAL)							
AIRLOCK			0	0	2 x 8	2 x 8	
ANTEROOM			0	0	1 x 8	1 x 8	Used for scrubbing & gowning
ASEPTIC ROOM			0	0	1 x 20	1 x 20	
CHANGE ROOM - STAFF			0	0	1 x 8	1 x 8	SC includes shower & toilet. ? Used for scrub & gowning.
CYTOTOXIC PREP ROOM			0	0	1 x 15	1 x 15	
OFFICE - WORKSTATION			0	0	6	6	Number to be determined
STORE - STERILE STOCK			0	0	1 x 7	1 x 7	
DISCOUNTED CIRCULATION %			20%	25%	25%	25%	

Functional Relationships

502242 560 .58.00 A diagram of key functional relationships is attached.

Checklists

502243 560 .59.00 A Security Checklist is appended to this document. Refer also to Part C of these Guidelines for general requirements.

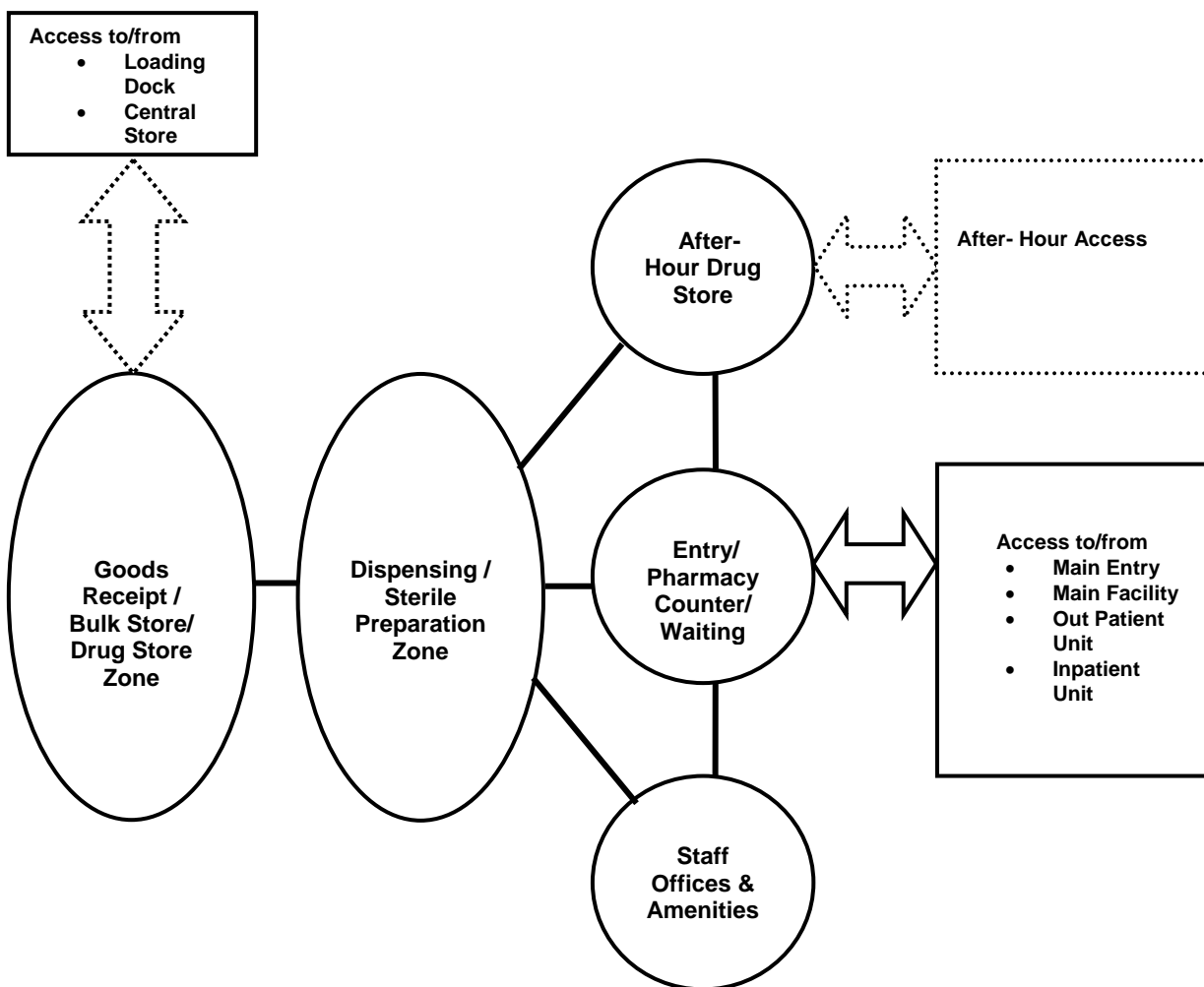
References and Further Reading

502244 560 .60.00 DS-23 – HBG – Pharmacy Unit, NSW Health, Capital Works Branch, August 1992.

Part B - Health Facility Briefing and Planning

FUNCTIONAL RELATIONSHIP DIAGRAM –PHARMACY UNIT

The following diagram sets out the relationships between zones in a Pharmacy Unit:



SECURITY ISSUES TO BE CONSIDERED IN PHARMACY UNIT

GENERIC SAFETY AND/OR SECURITY RISKS	POTENTIAL SOLUTIONS
1. Entry for personnel visiting or working within the clinic.	<ol style="list-style-type: none"> 1. CCTV monitoring of entry and exit doorways. 2. Intercom on entry doors. 3. Use of reed switches on all external doors and swipe card entry to staff areas.

SPECIFIC SAFETY AND/OR SECURITY RISKS	POTENTIAL SOLUTIONS
1. Client / Visitor access	1. Client access to secure dispensing counter but not to 'secure' areas utilised to store and dispense drugs.
2. Furniture fittings and equipment including Computers, Office and Medical Equipment	<ol style="list-style-type: none"> 1. Non-removable 'Asset No.' on all equipment above a predetermined value. 2. Keep equipment in lockable area.
3. Hospital personnel safety	<ol style="list-style-type: none"> 1. Staff working in this area to have knowledge of where the fixed duress system is located and/or use a mobile duress pendant. 2. Locked doors between dispensing areas and clients. 3. Dispensing Counter to be constructed to prevent unauthorised client entry/access. 4. Determine risk of hold-up/break-in and design facility to meet risk.
4. Staff personal effects	1. Provision for lockers in staff areas and lockable desk drawer to keep small personal effects.
5. Drugs storage	<ol style="list-style-type: none"> 1. Drugs safe to be located in area that can be monitored by staff. 2. Safes to comply with the Poisons Act in respect of secure storage provisions.

SECURITY CHECKLIST – PHARMACY UNIT

FACILITY:	DEPARTMENT: Pharmacy Unit	
RISK ISSUE	DESIGN RESPONSE	
1. Has a secure "barrier" been installed between staff and the dispensing area to: (a) monitor the dispensing area; and (b) provide staff contact with patients.		
2. Do staffs have access to both fixed and mobile duress systems?		
3. Is access to patient records restricted to staff entitled to that access?		
4. Is a system implemented to prevent theft of equipment, files, personal possessions, etc?		
5. Are drug safes installed in accordance with current regulations and the Poisons Act?		
6. Is the dispensing area furniture incapable of being utilised as a "weapon"?		
7. How is after hours access provided for staff?		
8. How is this area secured during and after hours?		
9. Are there lockable storage areas available for specialised equipment?		
10. Is lockable furniture provided for storage of staff personal effects?		
11. Has the potential risk of hold-up and/or break-in been addressed in the design?		
DESIGN COMMENTARY /NOTES	DESIGN SIGN-OFF	
	Name:	
	Position:	
	Signature:	
	Date:	
	Name:	
	Position:	
	Signature:	
	Date:	
	Name:	
	Position:	
	Signature:	
	Date:	