

560 PHARMACY UNIT

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INTRODUCTION

General

- 560 .2.00 The size and type of service to be provided in the Pharmacy Unit will depend upon the type of drug distribution system used, number of patients to be served, and extent of shared or purchased services. This shall be described in the Operational Policy.
- 560 .3.00 If unit dose procedure is used, provide additional space and equipment for supplies, packaging, labelling, and storage, as well as for the carts.
- 560 .4.00 The Pharmacy Unit facilities and provisions must comply with the Pharmacy Board of Victoria - Guidelines.

PLANNING

Functional Areas

- 560 .5.00 The Pharmacy Unit may consist of the following functional areas:
- Reception and Waiting areas
 - Patient counselling and consult areas
 - Dispensing Areas which may include separate areas for inpatients and ambulatory patients
 - Preparation and manufacturing areas
 - Storage areas including active stores for preparation and dispensing areas, bulk stores, secured stores for accountable drugs and refrigerated stores
 - Despatch area for deliveries to inpatient units
 - Drug information areas
 - After hours drug store for access only by authorised personnel
 - Staff areas including Offices, Workstations, Meeting Rooms, Staff Room, Change and Toilets

Functional Areas

- 560 .6.00 Depending on the Role Delineation and Operational Policy, the Pharmacy may also include:
- Sterile Manufacturing, which may include sterile and cytotoxic manufacturing suites, along with support facilities including Anterooms, Change Rooms and Storage
 - Facilities for clinical trials, which may include dispensing areas, secured storage and records area and workstations.
- 560 .7.00 DISPENSING STATIONS
- A Dispensing Station is an area on an Inpatient Unit used by pharmacists to dispense prescriptions for patients in that Unit. The Dispensing Station remains under the direction of the Pharmacy Unit.
- 560 .8.00 A Dispensing Station/s should be located in or adjacent to the Inpatient Unit drug storage area, preferably in a locked room.
- 560 .9.00 A Dispensing Station in an Inpatient Unit should be equipped with:
- A password-protected computer that is networked to the Pharmacy Unit
 - Dispensing equipment appropriate to the intended function including printers and labels
 - Tablet counting equipment
 - Direct access to reference texts appropriate to the activities of the Inpatient Unit and a complete set of mandatory reference texts
 - A telephone.
- 560 .10.00 A Dispensing station should:
- Be adequately lit
 - Have ready access to hand-washing facilities
 - Provide an impervious bench of sufficient size to accommodate dispensing equipment and provide 0.6 m² of clear working space
 - Be dedicated to use by the Pharmacy Unit
- 560 .11.00 A Dispensing Station may include a lockable drug storage facility.
- 560 .12.00 MANUFACTURING AREA
- The following minimum elements shall be included if manufacturing is performed on-site:
- Bulk compounding area
 - Provision of packaging and labelling area
 - Quality control area.
- 560 .13.00 SATELLITE PHARMACY
- A Pharmacy Unit Satellite is a room or unit in a hospital that is located remote from the Pharmacy Unit.
- 560 .14.00 A Satellite Pharmacy Unit must be constructed to be not less than 20 m², including shelving and working areas, unless a lesser area is approved by the Pharmacy Board in a particular case.
- 560 .15.00 A Satellite Pharmacy requires:
- A sink of stainless steel or other material approved by the Board with an impervious surround, and supplied with hot and cold running water
 - An impervious dispensing bench of not less than 40 cm width and of

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sufficient length so as to provide not less than three m2 of free working space, in addition to the space occupied by computers and other equipment.

- 560 .16.00 A Satellite Pharmacy also has the following minimum requirements:
- An area for counselling of clients about dispensed or other medicines so that privacy can be assured
 - Adequate lighting and ventilation
 - Air temperature and humidity control suitable to the storage of drugs and medicines required to be kept there at all times.
- 560 .17.00 A Satellite Pharmacy must be:
- Constructed to prevent forced access through doors, windows, walls and ceilings
 - Fitted with a security intrusion detector alarm that is control room monitored to a central agency on a 24 hour basis
 - Constructed to prevent unauthorised access by persons other than staff of the Pharmacy Unit.

560 .18.00 STERILE PREPARATION AREA

If intravenous solutions are prepared in the Pharmacy, provide a sterile work area with laminar flow bench and hood. Arrangement and construction shall comply with the relevant Australian Standards and statutory requirements. Consideration shall be given to the physical requirements of specialist activities such as cytotoxic preparations, if they are to be carried out.

560 .19.00 STORAGE

The following minimum elements, in the form of cabinets, shelves, and/or separate rooms or closets, shall be included as required:

- Bulk storage
- Active storage
- Refrigerated storage
- Volatile fluids and alcohol storage with construction as required by the relevant regulations for substances involved
- Secure storage for narcotics and controlled drugs
- Storage for general supplies and equipment not in use.

Functional Relationships

- 560 .20.00 The Pharmacy Unit shall be located for convenient access, staff control, and security. Facilities (including satellite, if applicable) and equipment shall be as necessary to accommodate the requirements of the Operational Policy. Relevant State and Federal statutory requirements are to be complied with.
- Note: If manufacturing, refer to the 'Code of Good Manufacturing Practice for Therapeutic Goods'.

DESIGN

Infection Control

- 560 .21.00 Hand-washing facilities shall be provided within each separate room where open medication is handled.

Safety and Security

- 560 .22.00 Pharmacy Units and Pharmacies are required to be constructed so as to be as secure as practicable from unauthorised access through doors, windows, walls and ceilings, and to be fitted with a security intrusion detector alarm

which is control room monitored to a central agency on a 24 hour basis.

COMPONENTS OF THE UNIT

Introduction

- 560 .23.00 The Pharmacy Unit will consist of a combination of Standard Components and Non-Standard Components.

Standard Components must comply with details in Standard Components described in these Guidelines. Refer also to Standard Components Room Data Sheets.

Standard Components

- 560 .24.00 Provide the Standard Components as identified in the Schedule of Accommodation.

Non-Standard Components

- 560 .25.00 Provide the Non-Standard Components as identified in this section and in the Schedule of Accommodation, according to the Operational Policy and Functional Brief.

- 560 .26.00 DISPENSING

DESCRIPTION AND FUNCTION

Dispensing provides a secured area for delivery of dispensed prescriptions to the patient or to staff for inpatient unit collection.

The Dispensing area shall be:

- A minimum of 20 m2 for a Pharmacy or Friendly Society Pharmacies, unless a smaller area is approved by the Board
- A minimum of 140 m2 in a Pharmacy Department, unless a smaller area is approved by the Board.

- 560 .27.00 LOCATION AND RELATIONSHIPS

The Dispensing Area should be located with ready access to Waiting areas and patient counselling areas.

- 560 .28.00 CONSIDERATIONS

Dispensing areas shall include the following:

- A dispensing bench of an impervious material, not less than 40cm in width and with a minimum of three m2 of working space
- A sink of stainless steel or other Board approved material with an impervious splashback and hot and cold running water
- Adequate lighting and ventilation
- Adequate heating facilities for dispensing and compounding drugs and medicines

The following minimum elements shall also be included as required:

- Controlled pick-up and receiving point/counter
- Area for review and recording orders
- Extemporaneous compounding area

When dispensing medication to outpatients forms part of the Operational Policy, provision should be made for consultation and patient education within the Pharmacy Unit.

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APPENDICES

Pharmacy Generic Schedule of Accommodation

560 .29.00 Schedule of Accommodation for a hospital based Pharmacy Unit at Levels 3, 4, 5 and 6:

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
AFTER HOURS DRUG STORE				1 x 8	1 x 8	1 x 8	
CLEANER'S ROOM	yes		1 x 4	1 x 4	1 x 4	1 x 4	
DISPATCH / COLLECTION					1 x 11	1 x 11	For Inpatient Units
DISPENSING - CLINICAL TRIALS					1 x 11 optional	1 x 11 optional	
DISPENSING - INPATIENT / OUTPATIENT			1 x 30	1 x 30	1 x 40	1 x 40	
DISPENSING -MANUFACTURE			1 x 20 optional	1 x 20	1 x 60	1 x 60	
DRUG INFORMATION			1 x 9	1 x 9	1 x 18	1 x 18	Reference / Resource area
GENERAL PREPARATION					1 x 30	1 x 30	
GENERAL PREPARATION WET AREA					1 x 9	1 x 9	
GOODS RECEIPT			1 x 5	1 x 5	1 x 14	1 x 14	
INTERVIEW ROOM	yes		1 x 9 optional	1 x 9 optional	1 x 9 optional	1 x 9 optional	Locate near entry
QUALITY CONTROL/ QUARANTINE					1 x 10	1 x 10	
RECEPTION	yes				1 x 10	1 x 10	Combine with Secretary's Workstation
STORE - ACTIVE / DISPENSING			1 x 9	1 x 9	1 x 24	1 x 24	
STORE - BULK			1 x 30	1 x 30	1 x 150	1 x 150	Includes area for pallet storage
STORE - FILES	yes		1 x 10	1 x 10	1 x 10	1 x 10	
STORE - IV FLUIDS					1 x 20	1 x 20	
STORE - REFRIGERATED			1 x 6	1 x 6	1 x 12	1 x 12	
STORE - SECURED			1 x 4	1 x 4	1 x 8	1 x 8	
CIRCULATION 25%			25	25	25	25	

560 .30.00 STERILE MAUNUFACTURING AREA

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

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AIRLOCK TO CLEAN ROOMS					2 x 8 optional	2 x 8 optional	
ANTEROOM	yes				1 x 8 optional	1 x 8 optional	Include additional area for storage of clean / sterile items if required
ASEPTIC ROOM					1 x 20 optional	1 x 20 optional	Sterile Manufacturing
CHANGE ROOM - STAFF	yes				1 x 8 optional	1 x 8 optional	Size according to staffing establishment
CYTOTOXIC ROOM					1 x 15 optional	1 x 15 optional	Cytotoxic Manufacturing
OFFICE - WORKSTATION	yes				4 x 6 optional	4 x 6 optional	Adjacent to Sterile Suite
STORE - STERILE STOCK	see remarks				1 x 7 optional	1 x 7 optional	Refer to Standard Component - Store-Sterile, Size as required by Operational Policy

560.31.00 STAFF AREAS

Note: Offices are dependent on the Operational Policy/ management structure:

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
OFFICE - SINGLE PERSON 12 M2	yes				1 x 12 optional	1 x 12 optional	Director
OFFICE - SINGLE PERSON 9 M2	yes		1 x 9 optional	1 x 9 optional	1 x 9 optional	1 x 9 optional	Manager
OFFICE - SINGLE PERSON 9 M2	yes				2 x 9 optional	2 x 9 optional	Deputy; Assistant; Clinical Trials; According to Operational Policy & staffing establishment
OFFICE - WORKSTATION	yes				4 x 6 optional	4 x 6 optional	Pharmacists; According to staffing establishment

560.32.00 SHARED AREAS

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
OFFICE - WORKSTATION	yes				2 x 6	2 x 6	Dispensing Area
PROPERTY BAY - STAFF	yes		1 x 6	1 x 6	2 x 6	2 x 6	
STAFF ROOM	yes		1 x 15	1 x 15	2 x 15	2 x 15	
TOILET - STAFF	yes		1 x 2	1 x 2	2 x 2	2 x 2	
WAITING	yes		1 x 8	1 x 8	1 x 10	1 x 10	

References and Further Reading

- 560.33.00 - American Institute of Architects, Guidelines for Design & Construction of Hospital & Healthcare Facilities, 1997.
- Health Department Western Australia, Private Hospital Guidelines, 1998.
- NSW Health, Design Series 23, Health Building Guidelines - Pharmacy Unit, 1992.
- Pharmacy Board - Victoria, Pharmacy Board Guidelines: Ward Dispensing Stations & Pharmacy Satellites in Hospitals, 2001.

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FUNCTIONAL RELATIONSHIPS DIAGRAM - PHARMACY UNIT

