victorian pharmacy authority

Communiqué

21 December 2016

The Victorian Pharmacy Authority (the "Authority") met on 13 December 2016 at the Authority offices.

Review of pharmacy business licence application and renewal processes

The Authority will undertake a thorough review of its pharmacy business licence application and renewal processes to ensure it has adequate information to determine compliance with the Act in the contemporary pharmacy ownership environment.

An independent expert consultant will undertake the review which will include extensive consultation with a range of stakeholders.

The review is expected to commence early in 2017.

A document outlining the project is available on the Authority's website.

Application forms for a licence to carry on a pharmacy business

The Authority has changed its pharmacy business licence application forms. The affected forms are form VP11 *Application for Pharmacy Business Licence Part A Pharmacist* and form VP12 *Application for Pharmacy Business Licence Part B Company.*

The revised forms are available here. Please note that the Authority will not accept applications submitted using old forms from 1 January 2017.

Ministerial Statement of Expectations

The Authority received its 2016-17 Statement of Expectations (SOE) from the Minister for Health on 30 June 2016. Ministerial SOEs aim to improve regulatory governance and performance and articulate the Government's priorities and objectives for each of its regulators.

The Authority's 2016-17 SOE and its response to the Minister outlining planned activities to improve regulatory performance can be viewed here.

Recent panel hearings

The Authority held four Panel Hearings in November 2016. The following is a summary of matters considered during a selection of these hearings.

Case 1.

The proprietor was found to have failed to comply with the Act and/or there was a failure of good pharmacy practice at the registered premises in that there was:

- Failure to ensure that records of all transactions in Schedule 8 poisons showed the true and accurate balance of each Schedule 8 poison remaining in his/her possession after each transaction;
- Failure to take reasonable steps to prevent access by an unauthorised person to the controlled drug safe;
- Failure to maintain privacy and confidentiality when disposing of records and containers;

- Failure to maintain current editions of mandatory references;
- Failure to ensure routine application of sedation warning labels to dose administration aids where required;
- Failure to make and retain dose administration aid filling records in accordance with Pharmacy Board of Australia Guidelines.

The proprietor was cautioned.

Case 2.

The proprietor was found to have failed to comply with the Act and/or there was a failure of good pharmacy practice at the registered premises in that there was:

- Failure to store Schedule 8 poisons in a Schedule 8 poisons safe;
- Failure to ensure that records of all transactions in Schedule 8 poisons showed the true and accurate balance of each Schedule 8 poison remaining in their possession after each transaction;
- Failure to maintain the dispensary of the pharmacy as a private area dedicated to the dispensing of medicines and storage of patients' records;
- Failure to label take away pharmacotherapy doses in accordance with departmental policy.

The proprietor was cautioned and a condition placed on the licence requiring quarterly self-audits to be submitted to the Authority.

Case 3.

The proprietor was found to have failed to comply with the Act and/or there was a failure of good pharmacy practice at the registered premises in that there was:

- Failure to store Schedule 8 poisons in a Schedule 8 poisons safe;
- Failure to ensure that records of all transactions in Schedule 8 poisons showed the true and accurate balance of each Schedule 8 poison remaining in their possession after each transaction;
- Failure to routinely undertake barcode scanning during the dispensing process;
- Failure to maintain a temperature data logger in the drug refrigerator;
- Failure to maintain current editions of mandatory references;
- Failure to store Schedule 3 poisons in a way that will not promote or draw undue attention to them;
- Failure to restrict the display of Schedule 3 poisons containing codeine to one shelf facing of the smallest commercial package of each product in accordance with VPA guidelines;
- Failure to ensure application of sedation warning labels to dose administration aids where required;
- Failure to maintain pharmacotherapy dose preparation and administration areas in a clean and hygienic manner.

The proprietor was cautioned.

Toni Riley
Chair
21 December 2016