Pharmacy Board of Australia Guidelines

The Pharmacy Board of Australia's codes, guidelines and policies help to clarify the Board's expectations on a range of issues for pharmacists. Below is a quick reference guide to specific Board guidance. All codes, guidelines and policies can be accessed at www.pharmacyboard.gov.au/Codes-Guidelines.aspx

Guidelines on compounding of medicines

1 When to compound medicines
2 Competence to undertake compounding
3 Quality assurance
4 Facilities, equipment, working environments, materials and support staff
5 Formulation considerations
6 Assigning expiry dates to compounded medicines
7 Batch preparation
8 Managing risks that may lead to injury
9 Documentation
10 Packing and labelling requirements
11 Counselling and provision of information on compounded medicines
12 Supporting informed patient choice
13 Reporting of adverse events
14 Advertising
15 Reference texts and other sources of information relevant to compounding

Also refer to:

- *Background on the regulation of supply and manufacture of medicines including medicines compounded by pharmacists*
- *FAQ*
- *Joint statement on compounded medicines – Pharmacy Board of Australia and Medical Board of Australia*
- *Consumer fact sheet*

Guidelines for proprietor pharmacists

1 Proprietors to maintain an active interest in how the pharmacy business is conducted
2 Proprietor pharmacists cannot delegate their professional obligations
3 Responsibilities of proprietor pharmacists

Also refer to:

- *Fact sheet- Registration type required by proprietor pharmacists*

Guidelines on continuing professional development

1 Development of a continuing professional development plan and undertaking self-directed professional development
2 Accredited and non-accredited CPD
3 Range of activities
4 Records of CPD undertaken
5 Temporary absence from practice

Also refer to:

- *Registration standard: Continuing professional development*
- *FAQ*

Guidelines on dose administration aids and staged supply of dispensed medicines

1 Dose administration aids
  1.1 Packaging of DAAs
  1.2 Labelling of DAAs
  1.3 Checking of DAAs
  1.4 Records of DAA packaging
  1.5 Packing oral cytotoxic and other hazardous medicines into DAAs
  1.6 Automated and semi-automated dose packaging systems
  1.7 Packing by a third party
2 Staged supply

Guidelines for mandatory notifications

Social media policy

Code of conduct for pharmacists

Guidelines for dispensing of medicines

1 The dispensing process
2 Dispensing precaution - safety of prescriptions
3 Dispensing multiple repeat prescriptions at one time
4 Hard-copy prescriptions that are copied and transmitted electronically
5 Internet, mail-order dispensing and other indirect supply of medicines
6 Incident records
7 Labelling of dispensed medicines
8 Counselling patients about prescribed medicines
9 Privacy and confidentiality
10 Dispensing errors and near misses
11 Pharmacists' workloads
12 Dispensary assistants/dispensary technicians and hospital pharmacy technicians
13 Patients' rights to choose where to access medicines
14 Return of unwanted medicines

Guidelines on practice-specific issues

1 Reference texts for pharmacists
2 Drugs of abuse
3 Pseudoephedrine
4 Supply of Schedule 2 poisons (Pharmacy Medicines) and Schedule 3 poisons (Pharmacist Only Medicines)
5 Complementary and alternative medicines
6 Allied health, and complementary and alternative therapy when practised by other persons in the pharmacy
7 Screening and risk assessment
8 Raw materials not approved for human use in medicines
9 Supply of tobacco and alcohol products

Also refer to:

- *Guideline 1 (List of reference texts for pharmacists)*

Guidelines for advertising regulated health services

Also refer to: Advertising fact sheet and FAQ