

05 APPENDICES

5.1 SCHEDULE OF ACCOMMODATION

Indicative Schedules of Accommodation for a Pharmacy Unit are provided in the following tables. These are based on three scenarios as described below. Area allocations will need to be adjusted to suit the scope of pharmacy services being delivered, the level of automation being implemented, the provision of satellite pharmacy services, and the required staffing profile.

- Scenario 1: Pharmacy within a Small Hospital – this scenario relates to Australian Hospital Peer Groups D / some Group C hospitals, and Level 3 pharmacy services as per the NSW Health Guide to the Role Delineation of Clinical Services (2019) and Victorian Pharmacy Authority Guidelines (2019). This assumes that at least one full time pharmacist is provided plus support staff. Limited compounding services would be provided.
- Scenario 2: Pharmacy within a Medium Hospital – this scenario relates to Australian Hospital Peer Groups B / some Group C hospitals, and Level 4 pharmacy service as per the NSW Health Guide to the Role Delineation of Clinical Services (2019) and Victorian Pharmacy Authority Guidelines (2019). The provision of compounding services and clinical trials will depend on the service profile.
- Scenario 3: Pharmacy within a Large / Principal Referral Hospitals – this scenario relates to Principal Referral and Group A Hospital Peer Groups and Level 5 or 6 pharmacy services as per the NSW Health Guide to the Role Delineation of Clinical Services (2019) and Victorian Pharmacy Authority Guidelines. A full range of aseptic compounding services is assumed, as well as active involvement in clinical trials and research activities.

The 'Room / Space' column describes each room or space within the Unit. Some rooms are identified as 'Standard Components' (SC) or as having a corresponding room which can be derived from a SC. These rooms are described as 'Standard Components –Derived' (SC-D). The 'SD / SD-C' column identifies these rooms and relevant room codes and names are provided.

All other rooms are non-standard and will need to be briefed using relevant functional and operational information provided in this HPU.

In some cases, rooms or spaces are described as 'Optional' or 'o'. Inclusion of this room or space will be dependent on a range of factors such as operational policies or clinical services planning.

RECEPTION / WAITING / PATIENT COUNSELLING

| AusHFG Room Code | Room / Space | SC / SC-D | Small Hospital Pharmacy | | Medium Hospital Pharmacy | | Large / Principal Referral Hospital | | Remarks |
|------------------|------------------------|-----------|-------------------------|----------------|--------------------------|----------------|-------------------------------------|----------------|--|
| | | | Qty | m ² | Qty | m ² | Qty | m ² | |
| WAIT-10 | Waiting | Yes | 1 | 4 | 1 | 8 | 1 | 15 | Areas are indicative and will depend on the number of people to be accommodated and volume of outpatient and discharge dispensing. Electronic queueing systems should be considered and will impact on waiting area given patients can go elsewhere while awaiting notification that their medications are ready. 1.2m ² recommended per seat, 1.5m ² per wheelchair space. |
| PHA-CO | Pharmacy - Counter | Yes | 1 | 4 | 1 | 9 | 1 | 12 | May be divided into separate patient and hospital staff access points in larger services. |
| INTV | Interview Room | Yes | Shared | | | 9 | | 9 | Interview / counselling room. Number dependent on anticipated utilisation. Access to telehealth required to support off-site consultation and patient education. Dual access from Waiting and Pharmacy. Recommend use of glazing to support visual access for safety while providing acoustic privacy. |
| | Discounted Circulation | | | 25% | | 25% | | 25% | |

AFTER – HOURS DRUG STORE

| AusHFG Room Code | Room / Space | SC / SC-D | Small Hospital Pharmacy | | Medium Hospital Pharmacy | | Large / Principal Referral Hospital | | Remarks |
|------------------|------------------------|-----------|-------------------------|----------------|--------------------------|----------------|-------------------------------------|----------------|---|
| | | | Qty | m ² | Qty | m ² | Qty | m ² | |
| AHDR | After Hours Drug Store | Yes | 1 | 3 | 1 | 4 | 1 | 6 | May be located close to clinical areas or on the periphery of the pharmacy with internal and external access. Requirement will depend on adoption of automated technology. May be provided as a 'drop box' linked to a pharmacy robot. Size will be dependent on operational practices and volume of medicines to be stored. ADCs will enable recording of access data. |
| | Discounted Circulation | | | 25% | | 25% | | 25% | |

PHARMACY DISPENSARY

| AusHFG Room Code | Room / Space | SC / SC-D | Small Hospital Pharmacy | | Medium Hospital Pharmacy | | Large / Principal Referral | | Remarks |
|------------------|--|-----------|-------------------------|----------------|--------------------------|----------------|----------------------------|----------------|--|
| | | | Qty | m ² | Qty | m ² | Qty | m ² | |
| PHA-DS | Pharmacy - Dispensing Workstation | Yes | | 4 | | 4 | | 4 | Number of workstation dependent on service requirements. May include EMM triage stations. VPA Guidelines recommend one station for each 150 prescriptions or part thereof dispensed on a typical day between 9am and 6pm. Inpatient, outpatient, clinical trials and manufacturing dispensing areas may need to be separated in larger services. |
| | Bay - Multifunction Device / Storage | | | 2 | | 2 | | 2 | Assume shared between 4 dispensing workstations. |
| | Bay - Trolleys / Shelves | | 1 | 2 | 1 | 4 | 1 | 6 | Storage for trolleys with dispensed items awaiting collection. Includes refrigerated items. |
| | Store - Refrigerated | | 1 | 4 | 1 | 10 | 1 | 16 | Refrigerators and freezers. Also requires access for distribution workflows. |
| STGN-8 | Store - General | Yes | 1 | 3 | 1 | 6 | 1 | 12 | Distribution and dispensing consumables such as labels. Also requires access for distribution workflows. |
| BHWS-B | Bay - Handwashing, Type B | Yes | | 1 | | 1 | | 1 | Number and location dependent on layout. |
| STAD | Store - Accountable Drugs | Yes | 1 | 2 | 1 | 7 | 1 | 10 | Assume wall-mounted safe for small pharmacy with collocated workstation. Larger services supporting theatres and ICU will require a strongroom or secure cabinet given high volume of accountable drugs. Will also store drugs awaiting collection. May include refrigerated S8s. Refer to local jurisdictional requirements for storage of S4/S4Ds. Direct access to sink required. |
| | Workstation | | 1 | 2.2 (o) | | | | | Optional, provided within strong room for larger services depending on local work flows. Will be required for small services with wall mounted drug safe only. |
| PHA-PR | Pharmacy - Preparation Room, Non-Aseptic | Yes | | | 1 | 12 | 1 | 16 | Preparation of extemporaneous compounds. Provision in smaller hospitals will depend on service needs. |
| BES | Bay - Emergency Shower | Yes | | | 1 | 2 | 1 | 2 | Emergency use. Should include eye wash. Accessible from compounding areas. |
| | Preparation / Repacking Area | | | | 1 | 6 | 1 | 10 | Space allocation dependent on volume of items to be packed or repacked. May include specialised packs eg resuscitation trolley supplies, anaphylaxis kits. |
| | Bay - Clean-up | | 1 | 3 | 1 | 3 (o) | 1 | 4 (o) | Area to store measures etc. for dispensing and wash up / dry after use. Collocate with prep/repacking area. This area may be combined with the Non-Aseptic Preparation Room. |
| | Discounted Circulation | | | 25% | | 25% | | 25% | |

BULK STORE, DISTRIBUTION AND SUPPORT

| AusHFG Room Code | Room / Space | SC / SC-D | Small Hospital Pharmacy | | Medium / Large Hospital Pharmacy | | Principal Referral Hospital Pharmacy | | Remarks |
|------------------|-------------------------------------|-----------|-------------------------|----------------|----------------------------------|----------------|--------------------------------------|----------------|--|
| | | | Qty | m ² | Qty | m ² | Qty | m ² | |
| | Goods Receipt - Pharmacy | | | | 1 | 10 | 1 | 14 | Area requirement will depend on operational arrangements. Combine with bulk store for small hospitals. May be collocated with or remote from the Store - Bulk. Requires ergonomic bench for efficient processing, checking and unpacking of incoming stock and workstation to support purchasing activities. |
| STBK-40 | Store - Bulk | Yes | 1 | 20 | 1 | 60 | 1 | 130 | Requirements will depend on scope of service and provision of vendor managed inventory solutions. Area allocations assume that bulk fluids and dialysis fluids are not stored in the pharmacy. If pharmacy robot is being provided this will also include separate storage for items that cannot be stored within the robot. Requirements to support other services across the network to be considered. Flammable liquids and hazardous substance storage to be determined based on local hospital policies. Disaster management requirements to be considered. |
| | Workstation | | Shared | | | 2.2 | | 2.2 | For ADC terminal / other depending on local requirements. |
| PHA-DB | Pharmacy - Distribution Workstation | | | 6 | | 6 | | 6 | Number of workstation dependent on service requirements. Requires bench space, PC, barcoding system, PDE devices and space for trolleys to "pick" and store items for delivery. Will be collocated with Bay - Trolleys |
| PHA-RE | Pharmacy - Returns Workstation | | | | 1 | 6 | 2 | 6 | Number of workstations dependent on volume of items to be packed or repacked. Smaller service will combine with distribution workstation. |
| | Dispatch / Collection | | | 3 | | 8 | | 12 | Distribution trolleys / carts for delivery of imprest stock to clinical units. |
| BPTS | Bay - Pneumatic Tube | | | | | 1 | | 1 | |
| STFS-10 | Store - Files | Yes | 1 | 3 | 1 | 6 | 1 | 10 | Old prescriptions, registers. Requirements will depend on digitisation of records, mainly relating to S8 records. Assumes off-site storage of archives. |
| DISP-8 | Disposal Room | Yes | Shared | | 1 | 5 | 1 | 8 | Separate waste streams including recycling and confidential waste. |
| CLRM-5 | Cleaner's Room | Yes | Shared | | 1 | 5 | 1 | 5 | |
| | Discounted Circulation | | | 25% | | 25% | | 25% | |

PHARMACY ADMINISTRATION

| AusHFG Room Code | Room / Space | SC / SC-D | Small Hospital Pharmacy | | Medium Hospital Pharmacy | | Large / Principal Referral Hospital | | Remarks |
|------------------|--------------------------------|-----------|-------------------------|----------------|--------------------------|----------------|-------------------------------------|----------------|---|
| | | | Qty | m ² | Qty | m ² | Qty | m ² | |
| OFF-S9 | Office – Single Person | Yes | 1 | 9 | 1 | 9 | 1 | 9 | Number and area allocation will depend on staff profile and local jurisdictional policies. |
| | Office - Workstation | | | 4.4 | | 4.4 | | 4.4 | Number and area allocation will depend on staff profile and local jurisdictional policies. Consider provision of telehealth pods and work space for students. |
| STPS-8 | Store - Photocopy / Stationery | Yes | 1 | 3 | 1 | 5 | 1 | 8 | Provided as a bay in smaller units. |
| MEET-L-15 | Meeting Room | Yes | | | 1 | 15 | 1 | 40 | |
| PROP-2 | Property Bay - Staff | Yes | 1 | 1 | 2 | 2 | 4 | 2 | |
| BBEV-OP | Bay - Beverage, Open Plan | Yes | 1 | 3 | | | | - | |
| SRM-15 | Staff Room | Yes | Shared | | 1 | 15 | 1 | 20 | Requirements will depend on staff profile and opportunity to share with adjacent services. |
| WCST | Toilet - Staff | Yes | 1 | 3 | 3 | 3 | 4 | 3 | Number in accordance with staff profile. Access to an accessible toilet will be required. |
| | Discounted Circulation | | | 25% | | 25% | | 25% | |

ASEPTIC PRODUCTION SUITE – OPTIONAL AREA

The area requirements for an aseptic production suite will require expert input from a GMP cleanroom consultant and will depend on the types of products being prepared and the number and types of cabinets to be installed. Indicative areas to support an aseptic production suite, including a cleanroom with three clean workstations, are provided below.

| AusHFG Room Code | Room / Space | SC / SC-D | | | | | Qty | m ² | Remarks |
|------------------|-----------------------------|-----------|--|--|--|--|-----|----------------|--|
| | Change Room | | | | | | 1 | 10 | Size will depend on number of people to be accommodated. |
| | Cleanroom | | | | | | 1 | 24 | This indicative area allocation assumes the inclusion of 3 clean workstations. Area requirements will depend on the number and type of cabinet to be installed and requires expert input. Isolators will require more room than clean workstations or CDSCs. |
| | Preparation Room | | | | | | 1 | 26 | Indicative area allocation. Actual area requirements to be confirmed in consultation with GMP cleanroom consultant. |
| | Documentation, Storage Area | | | | | | 1 | 12 | Indicative area allocation. Actual area requirements to be confirmed in consultation with GMP cleanroom consultant. |
| BES | Bay - Emergency Shower | Yes | | | | | 1 | 2 | |
| | Discounted Circulation | | | | | | | 25% | |

CLINICAL TRIALS – OPTIONAL AREA

| AusHFG Room Code | Room / Space | SC / SC-D | | | | | Qty | m ² | Remarks |
|------------------|--------------------------------------|-----------|--|--|--|--|-----|----------------|---|
| PHA-DS | Dispensing - Clinical Trials | Yes | | | | | 4 | 4 | Number of workstations is indicative and will depend on no. of clinical trials. |
| | Bay - Multifunction Device / Storage | | | | | | 1 | 2 | 1 shared between 4 dispensing workstations.. |
| | Bay - Clean-up | | | | | | 1 | 2 | Area to store measures etc. for dispensing and wash up / dry after use. |
| | Store - Drugs, Clinical Trials | | | | | | 1 | 15 | Area is indicative and will depend on scope of clinical trials. To be separate from main drug storage. Includes refrigerated storage and may require freezer storage. |
| STFS-10 | Store - Files | Yes | | | | | 1 | 10 | Area is indicative and will depend on scope of clinical trials. Records to be kept for 25 years. |
| | Office - Workstation | | | | | | 2 | 4.4 | Pharmacy audit |
| | Discounted Circulation | | | | | | | 25% | |