

Regional Hospital Pharmacies PHC Remote Guideline

Target Audience	All Clinical Employees
Jurisdiction	Primary Health Care Remote CAHS; Primary Health Care Remote TEHS
Jurisdiction Exclusions	N/A
Document Owner	Kerrie Simpson Atlas Development Officer Primary Health Care Remote CAHS
Approval Authority	Chair Primary Health Care Executive CAHS; Primary Health Care Remote Safety and Quality Committee TEHS
Author	PHC Safety and Quality Team; Remote Health Pharmacy Group;

The attributes in the above table will be auto-filled from the PGC System. Do not update in this document.

Purpose

To provide information for Primary Health Care remote staff on the supply of medicines for remote health centres from regional hospital pharmacies.

Guideline

1. General Information

Regional hospital pharmacies provide a range of medicines and services to remote health centres and clients. These predominantly include those medicines that fall outside the scope of the Section 100 supply arrangement, and are therefore not provided by the [S100 contracted pharmacies](#). These include non-PBS, Schedule 8 (S8) and Restricted Schedule 4 (RS4) Medicines and for general health centre stock or when prescribed for individual clients. Bulk pharmaceuticals provided by the regional pharmacies are listed on the [Hospital Pharmacy Order PHC Remote Form](#). [Section 4.1](#) provides further details on the Supply of Medicines by these pharmacies.

Regional pharmacists will also provide advice, particularly on the medicines which they dispense or on authorised [Northern Territory \(NT\) Hospital Formulary](#) related issues. For complex medicines related queries a Drug Information Pharmacist is available via the Royal Darwin Hospital Pharmacy Department.

Regional pharmacies are based at Alice Springs Hospital, Gove District Hospital, Katherine Hospital and Royal Darwin Hospital.

Related documents developed to guide health centre staff are listed in [Key Associated Documents](#). Information in this document includes:

- [Medicines Supplied by Regional Hospital Pharmacies](#)
- [Ordering Medicines from Regional Hospital Pharmacies](#)
 - ~ [Ordering Non-formulary Medicine](#)
 - ~ [Complementary Medicines](#)
 - ~ [Ordering Highly Specialised Drugs](#)
- [Guidance and Education](#)
- [Collecting Medicines for Delivery to Health Centres – CAHS Only](#)

- [Retention of Pharmaceutical Records](#)
- [Regional Hospital Pharmacy Contact Details](#)

It is important that this document is used in conjunction with [Pharmacy - Ordering](#) which provides generic pharmaceutical ordering information for regional hospital and S100 contracted pharmacies.

2. Definitions

Pharmaceutical Benefits Scheme (PBS): a scheme through which the Australian Government subsidises the cost of essential prescription medicines.

Section 100 (S100): a section of the [National Health Act 1953](#) which allows for special supply arrangements to be made by the Minister for Health to ensure appropriate access to a pharmaceutical service to all Australians where general PBS mechanisms aren't easily applied. For PHC remote health centres S100 provisions relate to people "who are living in isolated areas." Pharmaceuticals provided under this scheme to PHC remote clients include all PBS listed medicines **with the exception** of S8, extemporaneous products (ie products that need to be manufactured at the pharmacy) AND Highly Specialised Drugs.

Authorised NT Hospital Formulary: a [list](#) of medicines approved by the NT Drugs & Therapeutics Committee for use in regional hospitals.

Non-Formulary Medicines: medicines not included in the authorised [NT Hospital Formulary](#) and not included under S100.

3. Responsibilities

3.1 Primary Health Care Manager (PHCM)

- Ensure familiarity with S100 and non-S100 pharmacy [ordering](#) procedures
- Ensure familiarity with non-standard medicine approval procedures
- Manage (or delegate) ordering of hospital pharmacy supplies
- Ensure staff, especially those responsible for maintaining the [Drug Storage Room](#), understand the differences between the Regional Hospital Pharmacies and the S100 Contracted Pharmacies in the supply of pharmaceuticals
- Ensure medication incidents are reported and managed in RiskMan

3.2 Primary Health Care Clinical Staff

Be aware of:

- the differences between the Regional Hospital Pharmacies and the S100 Contracted Pharmacies in the supply of pharmaceuticals
- the need for PHCM or Medical Officer authorisation when ordering S8 and RS4 medicines such as morphine, midazolam and pseudoephedrine from the regional hospital pharmacy
- the need for approval by the relevant manager prior to ordering / prescribing non-standard medicines

3.3 Regional Hospital Pharmacy

- Ensure prescriptions are dispensed in line with best practice guidelines and fulfil duty of care obligations to clients
- Confirm that the relevant approval is in place prior to dispensing or supplying non-standard medicines
- Provide guidance to health centre staff on the impact of pharmacy regulations / standards
- Provide guidance to health centre staff on issues related to the supply or use of medicines
- Liaise with S100 contracted pharmacies in the supply of non-S100 Medicines

3.4 Section 100 Pharmacy

- Liaise with regional hospital pharmacies in the supply of non-S100 Medicines
- See [S100 Pharmacy Arrangements](#) for further information

4. Procedure

4.1 Medicines Supplied by Regional Hospital Pharmacies

The medicines supplied by regional hospital pharmacies include:

- Most [vaccines](#)
- Non-S100 Medicines which are on the authorised [Standard Drug List](#)
- [Client Specific Department Funded Medicines](#), where approved by the relevant Primary Health Care (PHC) Director of Medical Services or General Manager (see [Pharmacy - Ordering and Guidelines for Supply of Non PBS S100 Medicines](#))
- S8 and non-S100 RS4 medicines which are listed on the [Standard Drug List](#) (SDL). These can be ordered using the [S8 and RS4 Medicines from Hospital Pharmacies Order Form](#).
- S8 medicines listed on the [NT Hospital Formulary](#) when prescribed for an individual client
- Highly Specialised Drugs including those that can only be supplied with specialist consultation. These include high cost medicines and those without full [Therapeutic Goods Administration](#) (TGA) approval ([Special Access Scheme](#)), eg darbepoetin or entecavir. See [Section 4.2.3](#) for ordering information.

Regional pharmacies also provide some medicines to remote health clients who attend outpatient clinics or on discharge from hospital.

4.2 Ordering Medicines from Regional Hospital Pharmacies

Medicines are ordered from the regional hospital pharmacy using the following forms:

- [Hospital Pharmacy Order PHC Remote Form](#)
- [S8 and RS4 Medicines from Hospital Pharmacy Order Form](#)
- Rural Prescription

Refer to [Pharmacy Ordering](#) for details of these, ordering non-formulary items and urgent orders. See section 4.1.2 of Pharmacy Ordering for information regarding acceptable reasons for placing an urgent order.

4.2.1 Ordering Non-standard Medicines

Medicines available on the [PBS](#) and authorised Standard Drug List (and [NT Hospital Formulary](#) for S8 medicines) should be considered in the first instance and used wherever possible.

If a non-standard medicine is required due to treatment failure with a standard item, all sections of the [Client Specific Department Funded Medicine Request Form](#) must be completed. The form is sent to the regional PHC Director of Medical Services for approval. The PHC Director of Medical Services will communicate the approval to the PHC Remote Pharmacist to process the request to the health centre and relevant pharmacy. Treatments costing \$5000 per year or above must also be approved by the relevant General Manager. Approval is valid for the period specified on the approval form. A new approval will be required if the client is to continue on the medicine for a longer duration. See [Guidelines for Supply of Non PBS S100 Medicines](#) for further information.

4.2.2 Complementary Medicines

Complementary medicines, including vitamins and other over the counter medicines with limited evidence to support their use may not be supplied by the regional pharmacy unless prior approval from the PHC Director of Medical Services has been given on the [Client Specific Department Funded Medicine Request Form](#). Where these medicines are not approved, clients will have to purchase these at their own expense from the relevant contracted S100 pharmacy, or pharmacy of their choice. Health centres may act as conduits for ordering and delivery purposes but do not handle monies in this regard.

4.2.3 Ordering Highly Specialised Drugs

Additional restrictions exist for the supply of Highly Specialised Drugs (eg Darbepoetin and Entecavir). They may require an additional specialist prescription / authority or a separate PBS authority approval, in addition to the supply of a valid rural prescription. See [Prescriptions](#) for further details.

4.3 Guidance and Education

While [S100 contracted pharmacies](#) provide medicine and pharmacy related education to health centre clinical staff, regional pharmacists also provide a valuable resource for quality use of medicines. For information [contact](#) the relevant Regional Hospital Pharmacy.

4.4 Collecting Medicines for Delivery to Health Centres – CA Only

Staff collecting medicines from ASH Pharmacy for transport to communities must produce some form of identification, preferably a staff photo identification card, and must sign the Remote Order Collection Book.

4.5 Retention of Pharmaceutical Records

Under the NT [Medicines, Poisons and Therapeutic Goods Act](#) all listing pharmaceutical records such as rural prescriptions, orders, invoices, receipts, delivery dockets, etc are required to be retained at the health centre for 2 years after the date of the last entry in the record. Following which the records can be transferred to the NT Archives Service for retention for the period specified in the relevant NT Archiving and Disposal Schedule. See [Schedule 8 and Restricted Schedule 4 Medicines PHC Remote Guideline](#) for additional records requirements for S8 and RS4 Medicines.

4.6 Regional Hospital Pharmacy Contact Details

Pharmacy	Fax	Phone	E-mail
Alice Springs Hospital	08 8951 7766	08 8951 7768	alicespringspharmacy.dhcs@nt.gov.au
Gove District Hospital	08 8987 2089	08 8987 0235	gdhpharmacy.doh@nt.gov.au
Katherine Hospital	08 8973 9010	08 8973 9236	kdhpharmacy.ths@nt.gov.au
Royal Darwin Hospital	08 8922 8499	08 8922 8307	RDHPharmacyRegional.DoH@nt.gov.au

Compliance

Issues / incidents will be entered into RiskMan as necessary and will be followed up.	Relevant Manager Senior PHC Pharmacist CAHS Senior PHC Pharmacist TEHS
---	--

Document Quality Assurance

	Method	Responsibility
Implementation	Document will be accessible via the Policy Guidelines Centre and Remote Health Atlas	Health Policy Guidelines Program
Review	Document is to be reviewed within three years, or as changes in practice occur	Senior PHC Pharmacist CAHS Senior PHC Pharmacist TEHS
Evaluation	Evaluation will be ongoing and informal, based on feedback.	Senior PHC Pharmacist CAHS Senior PHC Pharmacist TEHS

Key Associated Documents

Forms	Hospital Pharmacy Order PHC Remote Form S8 and RS4 Medicines from Hospital Pharmacy Order PHC Remote Form Non-Standard Medicine Local Addition Order PHC Remote Form Client Specific Department Funded Medicine Request PHC Remote Form
Key Legislation, By-Laws, Standards, Delegations, Aligned & Supporting Documents	Drug Storage Room Standards PHC Remote Guideline Pharmacy Ordering PHC Remote Guideline Prescriptions PHC Remote Guideline Section 100 Pharmacy Arrangements PHC Remote Guideline Return of Unwanted Medicines PHC Remote Guideline Schedule 8 and Restricted Schedule 4 Medicines PHC Remote Guideline Section 250 NT MPTGA PHC Remote Guideline Standard Drug List PHC Remote Guideline Vaccines PHC Remote Guideline Information Sheets: Standard Drug List PHC Remote Master Document Supply of Non PBS S100 Medicines PHC Remote Guideline NT Medicines, Poisons and Therapeutic Goods Act and Regulations National Health Act 1953 National Health (Pharmaceutical Benefits) Regulations 1960 Medicines and Poisons Control website Gazette Notices (Section 250, 252, 254) Northern Territory Hospital Formulary NT Medicines Management Framework Pharmaceutical Benefits Scheme Pharmaceutical Society of Australia Professional Practice Standards Guide to providing Pharmacy Services to Aboriginal and Torres Strait Islander people Aboriginal Health Services and the Pharmaceutical Benefits Scheme Therapeutic Goods Administration website
References	As above

Evidence Table

Reference	Method	Evidence level (I-V)	Summary of recommendation from this reference
N/A	N/A	N/A	N/A