

Pharmacy equipment and resources checklist

This checklist, developed using Version 2.1 of Medsafe Pharmacy Equipment (3 April 2023), defines the required equipment for a pharmacy premises, as specified by Medicines Control.

Under Section 51(1)(e) of the Medicines Act 1981, for a pharmacy licence to be granted, the applicant must demonstrate to the satisfaction of the Licensing Authority that the equipment available at a premises is suitable and adequate for the purposes of pharmacy practice. The licensee is expected to have the specified equipment, that is dispensary equipment and reference resources, that are readily accessible, accurate, and maintained in a suitable condition at the premises.

Dispensary equipment

All equipment must be in a suitable condition and adequate maintained and cleaned, including regular checks, validation and/or calibration as applicable. Proof of regular cleaning schedules and validation of certain equipment may be requested by an auditor.

The list of equipment required below has been imbedded with links to the PSL website, where appropriate, or to an alternative supplier. Members will need to login to the PSL website (www.psl.co.nz) first to access the information.

An electronic dispensing system ([RxOne](#) or [Toniq](#)) with printer producing legible and durable labels containing the pharmacy identifiable information.

Pharmacy dispensing [labels](#) containing the name and address of the pharmacy.

Pharmacy dispensing [stamp](#) (or other system) for marking dispensed prescriptions with the name and address of the pharmacy.

[Refrigerator](#) for storing medicines requiring refrigeration within the range 2-8°C (use of a pharmaceutical grade refrigerator is recommended). Note, vaccines must be stored in a pharmaceutical grade refrigerator which is not more than 10 years old.

[Temperature monitoring equipment](#) for the monitoring of maximum-minimum temperatures in all areas of the pharmacy used to store pharmaceuticals (including refrigerators).

Tablet counting trays (minimum two) including suitable spatulas. Dedicated equipment must be used to dispense cytotoxic medicines.

Can be purchased from some wholesalers, www.kyleeandco.nz and Amazon

Stamped glass measures (minimum three) including a 10ml measure, either a 25ml or 50ml measure, and a 100ml measure.

Can be purchased from orders@crombie-price.co.nz (0800 11 83 11) and some wholesalers

[Scales](#) of an equivalent accuracy to a Class 2 balance (beam or electronic) and which turn at 10mg. Scales must be certified annually.

[Metric weights](#) comprising a full set* if using a beam balance or at least two weights for validation purpose if using an electronic balance. All weights must be certified annually.

*Note: A full set comprises of the following weights: 1 x 10mg, 2 x 20mg, 1 x 50mg, 1 x 100mg, 2 x 200mg, 1 x 500mg, 1 x 1g, 2 x 2g, 1 x 5g, 1 x 10g, 2 x 20g, 1 x 50g, 1 x 100g, 2 x 200g and 1 x 500g.

Ointment slab

Can be purchased from orders@crombie-price.co.nz (0800 11 83 11)

Spatulas (minimum two) for use when compounding (spatulas with steel handles are recommended)

Can be purchased from orders@crombie-price.co.nz (0800 11 83 11) and www.labfriend.co.nz (0800 651 700)

Stirring rod

Can be purchased from orders@crombie-price.co.nz (0800 11 83 11) and www.labwarehouse.co.nz (0800 522 927)

Mortar and pestle

Can be purchased from orders@crombie-price.co.nz (0800 11 83 11) and www.labwarehouse.co.nz (0800 522 927)

[Controlled drug safe](#) meeting the requirements of regulation 28 of the Misuse of Drugs Regulations 1977.

Steel safes must comply with the 'Requirements for the Custody of Controlled Drugs: Steel Safes', found [here](#)

Controlled drugs register in a form complying with regulation 37(2)(a) or regulation 39 of the Misuse of Drugs Regulations 1977.

Controlled drugs register can be obtained from www.davidlewisproducts.com, www.nzcdr.co.nz, and some wholesalers

Any other equipment necessary for appropriate provision of services from the premises. This includes:

- Appropriate validated measuring device/s for opioid substitution treatment dispensing services (www.interlab.co.nz or 04 972 2330)
- Still air box for aseptic dispensing services (www.displaytactix.co.nz or 0800 293 3500)
- Ambient temperature thermometers – either digital or mercury maximum/minimum thermometers ([The Temperature Shop](#) and [LabFriend](#))

Pharmacies providing vaccination services must ensure all equipment meets the specification of the current version of the National Standards for Vaccine Storage and Transportation for Immunisation Providers.

Reference resources

A pharmacy must have appropriate references resources readily accessible at the premises covering each of the categories in the following table. Reference resources may be accessed in a printed or electronic form. If the reference resources are electronic, the version must be current and pharmacy staff must be able to demonstrate knowledge of how to access and use the resource. The inside cover of all printed reference resources is required to be marked with the pharmacy dispensing stamp.

Where access to the current version or edition is not specified, reference resources must have been published within five years.

Note: The links below are only the suggested sites that a pharmacy can get obtain the references from and are not the only places available.

Legislation	<p>Ready access to the current version of the following legislation on the New Zealand Legislation website (www.legislation.govt.nz):</p> <ul style="list-style-type: none"> • Medicines Act 1981 • Medicines Regulations 1984 • Medicines (Designated Pharmacist Prescribers) Regulations 2013 • Medicines (Designated Prescriber - Registered Nurses) Regulations 2016 • Medicines (Standing Order) Regulations 2002 • Misuse of Drugs Act 1975 • Misuse of Drugs Regulations 1977 • Health (Needles and Syringes) Regulations 1998 • Health (Retention of Health Information) Regulations 1996 • Health Practitioners Competence Assurance Act 2003 <p>An appropriate mechanism must be in place for keeping up to date with amendments to the legislation. This can be achieved by subscribing to an RSS web feed.</p> <p><i>Guild members can download the member app. This provides up to date and ready access to all legislation required for the audit and automatic notifications for keeping up to date with amendments to the above legislation. Click here for download instructions.</i></p>
Standards, codes and guidelines	<p>Ready access to the current version of the following:</p> <ul style="list-style-type: none"> • NZS 8134.7 Health and Disability Services Pharmacy Services Standard - <i>Guild members have free access to the Standard</i> here • Pharmacy Council Code of Ethics 2018, found here • Health Information Privacy Code 2020, found here • Code of Health and Disability Services and Consumers' Rights, found here • New Zealand Practice Guidelines for Opioid Substitution Treatment, found here
Information on individual medicines	<p>Ready access to the New Zealand Formulary (www.nzf.org.nz), the New Zealand Formulary for Children (www.nzfchildren.org.nz) AND one of the following:</p> <ul style="list-style-type: none"> • AHFS (American Hospital Formulary Service) Drug Information • AusDI Advanced • Lexi-Comp Drug Information Handbook • Martindale - <i>Guild members have free access to Martindale</i> here

Clinical pharmacy and therapeutics	<p>Ready access to one of the following:</p> <ul style="list-style-type: none"> Applied Therapeutics: The Clinical Use of Drugs (Koda-Kimble & Young's) – from Amazon here Clinical Pharmacy and Therapeutics (Whittlesea & Hodson) – from Elsevier here Pharmacotherapy: A Pathophysiologic Approach (DiPiro) – from Amazon here Pharmacotherapy Principles & Practice (Chisholm-Burns) - from Amazon here Dynamed website (www.dynamed.com) – PSNZ members have free access through the Clinical and Medicines Information Resources EBSCO portal
Drug interactions	<p>Ready access to one of the following:</p> <ul style="list-style-type: none"> AusDI Drug Interactions Facts Micromedex Complete Drug Interactions - Guild members have free access to Micromedex here Stockley's Drug Interactions
Drugs in pregnancy and breast feeding	<p>Ready access to one of the following:</p> <ul style="list-style-type: none"> AusDI Drugs During Pregnancy and Lactation (Schaefer) Drugs in Pregnancy and Lactation (Briggs) Pregnancy and Breastfeeding Medicines Guide (PBMG) The Royal Women's Hospital, Victoria, Australia - Guild members have free access to the PBMG here
Over the counter medicines	<p>Ready access to the current version of:</p> <ul style="list-style-type: none"> Healthcare Handbook (Pharmacy Today) (www.pharmacytoday.co.nz)
Herbal medicines	<p>Ready access to one of the following:</p> <ul style="list-style-type: none"> Herbal Medicines (Pharmaceutical Press Editorial) Herbs & Natural Supplements: an evidence-based guide, Vol 1&2, 4th Edition (or later) (Braun et al) Micromedex In Depth Alternative Medicine - Guild members have free access to Micromedex here Natural Medicines (TRC Healthcare)
Vaccination services (applicable only to pharmacies providing vaccination services)	<p>Ready access to the current version of the following (www.health.govt.nz):</p> <ul style="list-style-type: none"> National Standards for Vaccine Storage and Transportation for Immunisation Providers 2017, found here 2021 Addendum to National Standards for Vaccine Storage and Transportation Providers (if providing COVID-19 vaccination services), found here Immunisation Handbook 2020, found here
Additional reference resources relevant to the pharmacy services provided	<p>Ready access to additional references relevant to the pharmacy services provided from the premises, for example:</p> <ul style="list-style-type: none"> Where the pharmacy provides clozapine services, access to their local Protocol for the Dispensing of Clozapine by Community Pharmacies Where the pharmacy provides aseptic dispensing services, access to The Palliative Care Handbook, found here