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| **Pharmacy services self-audit tool**Immunisation site readiness  |
| Fact sheet - July 2023 |
| OFFICIAL |

## Background

The *Drugs, Poisons and Controlled Substances Regulations 2017* (the Regulations)[[1]](#footnote-2) enable the Secretary to the Victorian Department of Health (the department) to approve a pharmacist to administer a Schedule 4 poison, and to specify the conditions of administration. The Victorian Pharmacist-Administered Vaccination Program (the program) was introduced in 2016, with appropriately trained pharmacists administering vaccines through a Secretary Approval: Pharmacist Immuniser (the Approval)[[2]](#footnote-3). The Approval specifies the vaccines that pharmacist immunisers are authorised to administer to certain patient cohorts, and the requirements pharmacist immunisers must meet when administering vaccines.

The department and the Victorian Pharmacy Authority (VPA) have codesigned the self-audit tool to support pharmacies and pharmacist immunisers to satisfy the Approval and site requirements set out by the department, the VPA and the Australian Government. Pharmacies and pharmacist immunisers should continue to review processes, policies, and service delivery as part of the quality improvement cycle.

## Aim of the self-audit tool

The aim of the self-audit tool is to provide pharmacies in Victoria that offer immunisation services an additional support structure to evaluate compliance with the Approval and site requirements by:

* Focusing on site readiness and key aspects of the program that contribute to safely delivering immunisation services.

This self-audit tool relates specifically to key Approval and site requirements; pharmacy immunisation service providers must also comply with all other requirements specified by the department, the VPA and the Australian Government.

## Who should take the self-audit?

The self-audit is intended for Victorian pharmacies that provide immunisation services on a pharmacy premises. It is also applicable to hospital pharmacy departments that provide immunisation services in the pharmacy department.

Where immunisation services are provided off-premises, for example, as a mobile or outreach service, or in another part of the hospital, refer to the [Victorian Pharmacist-Administered Vaccination Program Guidelines](https://www.health.vic.gov.au/immunisation/victorian-pharmacist-administered-vaccination-program-guidelines) <https://www.health.vic.gov.au/immunisation/victorian-pharmacist-administered-vaccination-program-guidelines> for site requirements.

The following sites are also encouraged to complete the applicable sections of the self-audit tool:

* Pharmacy depots
* Pharmacy departments that provide immunisation services in the hospital but outside the pharmacy department.

## When to take the self-audit

* The self-audit tool is intended to assist all pharmacies and pharmacist immunisers demonstrate compliance of immunisation services.
* From September, all pharmacies applying for a government funded vaccine account ([Vaccine order forms and stock information (health.vic.gov.au](https://www.health.vic.gov.au/immunisation/ordering-vaccines) <https://www.health.vic.gov.au/immunisation/ordering-vaccines>) must complete the self-audit prior to commencing immunisation services and submit the completed form to the department, with the government funded account application.
* After initial completion of the self-audit tool, pharmacies and pharmacist immunisers are encouraged to complete the tool at least annually, to review best practice and for ongoing compliance.
* Additionally, the department will require the self-audit tool to be completed if the pharmacy changes ownership.

### Steps

1. Prepare for the self-audit by reviewing current immunisation documents and processes.
2. Conduct the self-audit and include supporting documents/policies.
3. Review the audit’s findings.
4. Identify improvement opportunities (‘no’ responses) and begin documenting proposed steps to improve compliance.
5. Document improvement initiatives and completion date(s).

### Audit outcomes

The department and the VPA encourage pharmacy immunisation service providers to re-evaluate services once improvement initiatives are complete, to demonstrate updated processes that confirm compliance and provision of safe immunisation services.

Retain the most recent completed self-audit as evidence of compliance and provide upon request by the VPA or the department.

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1. [The Regulations](http://www.legislation.vic.gov.au/) <http://www.legislation.vic.gov.au/> [↑](#footnote-ref-2)
2. [Pharmacist immunisers; Department of Health](https://www.health.vic.gov.au/immunisation/pharmacist-immunisers) < https://www.health.vic.gov.au/immunisation/pharmacist-immunisers> [↑](#footnote-ref-3)