Application for Authority to Possess and Administer Drugs by Private Paramedics in NSW

Poisons and Therapeutic Goods Regulation 2008

Information for Applicants:

- *Eligible applications are generally processed within 30 business days of receiving all required information.*
- *An application for a licence to supply drugs in Schedule 2, 3, 4 and/or 8 of the NSW Poisons List may also need to be lodged to enable drugs to be supplied to paramedics employed by your company. An application form can be downloaded from the Internet at https://www.health.nsw.gov.au/Hospitals/privatehealth/Pages/app-forms-licences-ptga.aspx*

1. Details of applicant or officer of applicant business		
Applicant Name:		
Position:		
Company Name: **Trading As:**		
ABN/ACN:		
Address: **Suburb/Town:**		**Postcode:**
Telephone:	**Fax:**	**Email:**

2. Documents to be included with this application
A. Details of the members of the medical advisory panel which oversees and approves the clinical protocols and training programs for your company, including their qualifications and professional roles. Note: The medical practitioner who signs off on the clinical protocols must be a qualified specialist in emergency medicine and registered to practise in Australia.
B. The clinical protocols for the identification/diagnosis and treatments for the emergency prescribing and administration scenarios for the drugs requested by your company (Pain Management, Acute Sedation, Acute Coronary Syndrome).
C. Your proposed program for paramedic accreditation and re-accreditation on the identification/diagnosis and treatments for the medical scenarios for prescribing and treatments (Pain Management, Acute Sedation, Acute Coronary Syndrome), and the name and contact details of the professional officer at the company who issues the certification of accreditation/re-accreditation.
D. The protocols for patient handover both to from the care of your company.
E. Your company's program for reviewing clinical protocols, training and accreditation in the event of an incident resulting in an adverse patient outcome.

F. A full company extract (certificate of incorporation) obtained from the Australian Securities and Investment Commission (ASIC) is required that shows the following:
   a. the address of the registered office of the corporation; and
   b. the full name, date and place of birth, residential address and position of:
      i. each current director of the corporation,
      ii. the principal executive officer of the corporation,
      iii. the secretary or, if there is more than one, each secretary of the corporation.

G. National Criminal Record Check (NCRC) in the form of a National Police Certificate (NPC) for each person who is an applicant or each officer of the organisation (as defined under the *Corporations Act 2001*) applying for this licence. An NPC issued within the last three years must be supplied. An NPC can be obtained through:

- CrimTrac if you do more than 500 checks per three years (www.crimtrac.gov.au), or
- NSW Business Link, or
- NSW Police if you do more than 150 checks per annum, or
- Any other accredited agencies or private brokers, which you can find by searching the internet or referring to CrimTrac's list of accredited brokers at: www.crimtrac.gov.au/documents/AccreditedAgenciesListforCrimTracwebsite.pdf

Individuals can also apply through NSW Police, other state police services or the Australian Federal Police for an NPC.

H. Details of the substances to be possessed or used.

In submitting this form, I affirm that the information I have supplied is, to the best of my knowledge, true and accurate.

☐ Y ☐ N

The required supporting documentation has been attached. ☐ Y

3. Applicant's Signature

Signature: **Date:**

For assistance contact Pharmaceutical Regulatory Unit during business hours on (02) 9391 9944

Completed forms may be submitted by email, fax or post.

Email: MOH-PharmaceuticalServices@health.nsw.gov.au

Fax: (02) 9424 5860

Postal address: *Director, Pharmaceutical Regulatory Unit*
Deputy Chief Pharmacist
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NSW Ministry of Health
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