



The Pharmacy  
Guild of Australia



**Member Census**  
Your Pharmacy. Your Future. Your Guild.

See  
Checklist  
overleaf

# Get ready to complete your 2026 Guild Member Census

The 2026 Guild Member Census is your chance to help shape the future of community pharmacy! Opening in March, it provides an important opportunity to build a fresh and current picture of community pharmacy in Australia.

This handy checklist will help you understand the kinds of information we will be asking about and the documentation you may need to help you complete the Census.

## What the Census covers

The Census is built around five key sections — each giving a clear picture of how your pharmacy operates today and where the Guild can best support you in the future:

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### Member Profile

Foundational pharmacy information covering your operations, business structure and ownership.
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### Services & Clinical Practice

Details on the services, programs and professional activities your pharmacy delivers or plans to expand.
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### Workforce Composition

Insights into your workforce size, roles, capacity and training across the pharmacy team.
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### Business Operations

Information on dispensary activity, medicines supply, systems and core operational processes.
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### Guild Relationship & Engagement

Your connection with the Guild — how you engage and the value you receive from membership.



For more information:  
[guild.org.au/census2026](https://guild.org.au/census2026)



## Nominate who will complete the Census

Name: \_\_\_\_\_ Role: \_\_\_\_\_

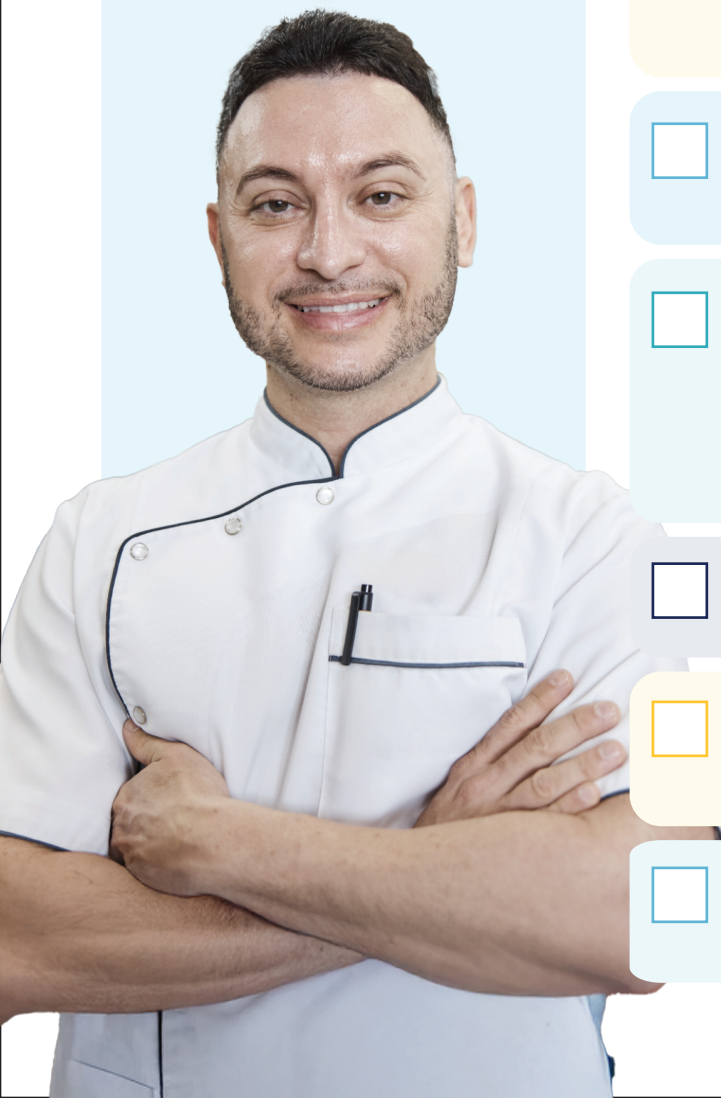
Target completion date: \_\_\_\_\_

# What to prepare before you start

To complete the Census in one session, ensure you are logged into these systems and resources.

**No documents need to be uploaded. Financial information is collected in ranges only and remains confidential.**

Allow **25-30 minutes** to complete the Census



## myGuild

- Complete the Census via myGuild



## Dispensing/packing/clinical services software e.g. MedAdvisor, Fred, Z, etc

- Script volumes — PBS and Private for typical 7 day period
- Electronic prescription percentage\*
- UTI and vaccination numbers — last calendar year (2025)
- Dose Administration Aid (DAA) patient numbers by setting (aged care, community, etc.)

*\*Availability of electronic prescription (eRx) percentage reporting varies between dispensing systems. If your software does not provide this breakdown, select "Unknown".*



## Payroll & rostering system

- Total staff headcount
- Employment type
- Role breakdown
- Full time equivalent (FTE) calculations
- # pharmacists on duty
- # non-dispensing pharmacist presence



## HR records

- Age bands
- Gender breakdown
- Credentials such as Medication Management Review (MMR) or Aged Care Onsite Pharmacist (ACOP)
- Training completion data



## Financial software or accountant summary

- Approximate annual turnover range
- Profit range
- Revenue mix between dispensary and services



## Services Australia HPOS

- Pharmaceutical Benefits Scheme (PBS) approval number
- Commonwealth program registration



## Pharmacy Programs Administrator (PPA) Online

- DAA patient numbers
- Indigenous Dose Administration Aids (IDAA)
- Rural Pharmacy Maintenance Allowance (RPMA)
- Staged Supply
- MedsCheck
- Diabetes MedsCheck



## Website or online store, if applicable

- Mail order or online prescription services



## Lease document or floor plan

- Confirm floor space category
- Consult room configuration (Tier 1, 2 or 3 classification)



## NDIS provider register

- Confirm whether the pharmacy is a registered National Disability Insurance Scheme (NDIS) provider