



Australian Government

Assessment Requirements for HLTPHA004 Order, maintain and distribute pharmaceutical stock

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Merged HLTPH312/313/315. Minimal changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant changes to knowledge evidence</p>

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed procurement procedures and accurately completed the task for at least 10 orders
- followed stock control and maintenance procedures for pharmaceutical stock
- followed workplace distribution procedures for at least 5 batches of pharmaceutical stock
- identified issues outside scope of own practice and referred to the authorised person

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical requirements (national, state/territory) for pharmaceutical stock management, and how these are applied in organisations, including:
 - codes of conduct
 - duty of care (and implications of negligence)
 - privacy, confidentiality and disclosure
 - records management
 - rights and responsibilities of workers, employers and clients
 - specific legislation:
 - medicines and their use

- the practice of pharmacy
- different schedules of medicines and pharmaceutical products
- work role boundaries – responsibilities and limitations
- work health and safety
- key information in standard pharmaceutical references and their use by pharmacy assistants, including:
 - *Australian pharmaceutical formulary and hand book* (APF)
 - MIMs
 - *Australian medicines handbook* (AMH)
 - Micromedex
- product identification and handling, including those for:
 - formulary medicines and non-formulary medicines
 - products with the required integrity as well as those whose integrity has been compromised
 - routine of handling products and products requiring special handling
 - packaging and transport specifications
- principles of procurement of pharmaceutical products including:
 - central supply systems and tender processes
 - purpose and process of purchasing contracts
 - sources of stock, including non-formulary items and Special Access Scheme (SAS) items
 - sources to determine legitimate receivers of stock
 - stock ordering processes and systems
- storage requirements for different types of stock:
 - environmental conditions
 - rotation requirements
- principles and procedures of stock control and maintenance including:
 - input and access of data relevant to stock control
 - financial implications of stock level control
 - maintaining security of pharmaceutical products
 - purpose of batch numbering and expiry dates on pharmaceutical items
 - procedures for dealing with alerts and company recalls
 - different methods of disposal of unwanted pharmaceutical products and outdated stock
 - procedures for dealing with returned stock
- infection control principles and their relevance to pharmaceutical stock control

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:

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- stock reporting and data systems
 - prescriptions and medication orders
 - pharmaceutical references
 - modelling of industry operating conditions, including time constraints for stock control activities

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>