



**Australian Government**

# **HLTPHA004 Order, maintain and distribute pharmaceutical stock**

**Release: 1**

# HLTPHA004 Order, maintain and distribute pharmaceutical stock

## 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>

## Application

This unit describes the skills and knowledge required to maintain a pharmaceutical stock control system and distribute pharmaceutical products.

This unit applies to pharmacy assistants and technicians working under the supervision of a pharmacist.

*The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

*Elements define the essential outcomes*

*Performance criteria describe the performance needed to demonstrate achievement of the element*

1. Procure stock

1.1 Identify items and quantity required for order, according to predetermined minimum and maximum stock levels

1.2 Obtain requisition requirements from authorised personnel

1.3 Source supplier according to organisation procedures and contractual obligations

1.4 Interpret information to identify availability and cost of item and provide information to pharmacist

**ELEMENT****PERFORMANCE CRITERIA**

*Elements define the essential outcomes*

*Performance criteria describe the performance needed to demonstrate achievement of the element*

1.5 Generate and place order following approval by delegated staff member

2. Process new stock

2.1 Accept delivery of stock and match delivery documentation with stock delivered

2.2 Check condition of stock and expiry date and report deviations to the appropriate person

2.3 Reconcile stock with order or control lists and report discrepancies to the appropriate person

2.4 Inform pharmacist of medicines with specific recording requirements according to legal requirements and local policy

2.5 Maintain batch traceability

2.6 Accurately complete data capture requirements, including reconciliation of statements and invoices

2.7 Comply with organisation procedures to return stock to supplier

3. Handle and maintain stock

3.1 Store stock according to stock storage and rotation requirements

3.2 Maintain conditions to minimise risk of contamination

3.3 Monitor stock on a regular basis, including minimum and maximum stock levels, and report deviations to the appropriate person

3.4 Monitor and maintain correct storage requirements and report deviations to the appropriate person

3.5 Maintain accurate location maps

3.6 Check security compliance and report irregularities to the appropriate person

4. Select and pack item order

4.1 Select and pack items according to order requirements

**ELEMENT****PERFORMANCE CRITERIA**

*Elements define the essential outcomes*

*Performance criteria describe the performance needed to demonstrate achievement of the element*

4.2 Complete data entry requirements associated with processing orders

4.3 Check labelling, specific handling instructions and delivery information for accuracy in line with identified requirements

4.4 Check packaging is completed according to specific instructions

5. Dispatch orders

5.1 Check delivery documentation for accuracy and follow requirements

5.2 Implement packaging and handling procedures to ensure the security, integrity, cold chain maintenance and breakage avoidance of delivered goods

5.3 Complete medicine registers and other documentation accurately, as required

6. Process returned stock

6.1 Inspect returned products for their expiry date and integrity, and place in designated area

6.2 Place reusable returned stock in appropriate designated area

6.3 Dispose of unusable returned items according to organisation procedure

6.4 Complete inspection documentation accurately and forward for authorisation

6.5 Maintain accurate records and complete credit process in a timely manner

7. Assist in stocktaking procedures

7.1 Check stock lists of all items for stocktaking

7.2 Reconcile actual stock against stock lists

7.3 Count stock and check expiry dates

7.4 Identify stock discrepancies and report to the appropriate person

7.5 Determine minimum and maximum stock levels and

**ELEMENT****PERFORMANCE CRITERIA**

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report to the appropriate person

7.6 Complete and maintain accurate stocktake documentation

**Foundation Skills**

*The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.*

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

**Unit Mapping Information**

No equivalent unit.

**Links**

Companion Volume implementation guides are found in VETNet -

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