Australian Government

Assessment Requirements for HLTPHA009 Support pharmacists in the collection and presentation of workplace data and information

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 2.0* and meets the requirements of the 2012 Standards for Training Packages. Minimal changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant changes to knowledge evidence.

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:

- complied with legal, organisational and Society of Hospital Pharmacists (SHPA) *Standards of practice for clinical pharmacy services* for collection and presentation of accurate data and information:
  - screened at least 30 laboratory tests for abnormal results and notified the pharmacist
  - sourced and gathered at least one set of data or information for the following:
    - preparatory information required for reporting adverse drug reactions and other medication incidents
    - drug utilisation evaluation /audit information requested by the pharmacist
    - specific client data
  - arranged information and presented it in a form appropriate for the purpose of organisation's work practices

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 pharmacy work, and how these are applied in organisations, including:

- codes of conduct
- duty of care (and implications of negligence)
- informed consent
- 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:
  - *Australian pharmaceutical formulary and handbook* (APF)
  - MIMs
  - *Australian medicines handbook* (AMH)
  - Micromedex
- the role of, and how to utilise pharmacists with specific responsibilities:
  - medicines information
  - quality use of medicines
  - drug utilisation evaluation
  - clinical trials and clinical pharmacists
  - pharmacy managers
- order of referencing in presentation of information i.e. primary, secondary, tertiary references
- concept of drug utilisation evaluation and the data recorded
- concept of key performance indicators and data reported
- pharmacy or health facility management systems and procedures related to the collection and presentation of workplace data and information
- types of data and information collected and presented in the pharmacy context:
  - adverse drug reactions (ADR) and other medication incidents:
    - data required for reporting
    - meaning of ADR
    - process for reporting
    - purpose of reporting
  - biochemical, haematological and microbiology tests:
    - purpose of tests
    - understanding, of the abbreviations used
    - understanding of the concept of reference range
  - clinical trials:

    - purpose of collection of information and the data required
    - understanding of the importance of maintaining confidentiality/blinding
  - meaning and purpose of medication reconciliation and the potential sources of data used to identify a client's medication history and medication list
- therapeutic drug monitoring:
  - medicines that require monitoring
  - purpose of monitoring
  - understanding of the concept of therapeutic range
- client data interrogation and presentation:
  - client unit record number
  - how to ensure client data retrieved is for the correct client
  - concept of key performance indicators and data reported
  - how to identify and access client data
  - concept of reference range
- different medicine groups and their roles, including:
  - analgesics and anti-inflammatory agents
  - anti-coagulants
  - anti-depressants
  - anti-diabetic agents
  - anti-epileptics
  - anti-gout agents
  - anti-histamines
  - anti-hypertensives
  - anxiolytics and hypnotics
  - asthma treating agents
  - cholesterol and lip lowering agents
  - corticosteroids
  - diuretics
  - gastro-intestinal agents
  - heart medicines
  - hormonal medicines
  - osteoporosis medicines
  - viral and anti-bacterial agents, anti-fungals or antibiotics
- factors affecting action of medicine groups:
  - blood pressure
  - breast feeding
  - geriatric
  - hepatic impairment
  - paediatric
  - pregnancy

    - renal impairment
- issues that affect the use of medicine in an individual:
    - bioavailability
    - bioequivalence
    - medicines absorption
    - medicines distribution
    - medicines elimination
    - medicines half-life
    - medicines metabolism
- concept of medicines
    - medicines interactions
    - medicines food interactions and incompatibilities

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:
    - computerised pharmacy administration system that allows Pharmaceutical Benefits Scheme (PBS) dispensing and online claiming
    - computerised access to client information
- modelling of industry operating conditions, including time constraints for completing 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