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

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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.

Application

This unit describes the skills and knowledge required to identify pharmacy data and information collection requirements and to collect and present the information.

It 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. Identify and address requirements for data and information collection	1.1 Obtain and clarify instructions from pharmacist to ensure correct understanding
	1.2 Identify purpose and audience of the data and information to be collected
	1.3 Determine appropriate data and information sources
	1.4 Establish timeframe for data and information collection
	1.5 Collect data and information to address identified requirements

2. Prepare data and information for use	2.1 Check data and information for completeness and accuracy and respond to discrepancies
	2.2 Analyse data and information to address identified purpose and audience
	2.3 Collate data and information in a logical manner and prepare for presentation
3. Present workplace data and information	3.1 Select appropriate modes of communication to suit the purpose and context of the information being provided
	3.2 Explain data and information to others as required to support its application to workplace operations
	3.3 Answer questions about the data and information collected and clarify appropriately within scope of practice
	3.4 Record and store data and information according to workplace procedures

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