



**Australian Government**

# **SIRCCPM001 Assist in managing Pharmacy Medicines and Pharmacist Only Medicines**

**Release: 1**

## **SIRCCPM001 Assist in managing Pharmacy Medicines and Pharmacist Only Medicines**

### **Modification History**

Not applicable.

### **Application**

This unit describes the performance outcomes, skills and knowledge required to support the management of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3). It requires the ability to implement predetermined pharmacy systems and procedures for supplying, monitoring and maintaining compliant locations and responding to changes in scheduling classifications.

This unit applies to senior pharmacy and dispensary assistants working in community pharmacies. When supporting the management of Pharmacy Medicines and Pharmacist Only Medicines they work under the direct supervision of a pharmacist. In this context, they lead and guide other team members.

This unit incorporates the requirement for pharmacy and dispensary assistants to comply with federal, state and territory law and Pharmacy Board of Australia Guidelines for supplying scheduled Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3). At the time of publication they are not, however, required to hold an occupational licence or to be certified as competent in this unit to supply scheduled medicines.

### **Pre-requisite Unit**

SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

### **Competency Field**

Community Pharmacy Management

### **Unit Sector**

Community Pharmacy

### **Elements and Performance Criteria**

#### **ELEMENTS**

Elements describe the essential outcomes.

1. Implement systems for supplying Pharmacy Medicines and

#### **PERFORMANCE CRITERIA**

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

- 1.1. Access and interpret pharmacy system procedures and documents for managing the supply of S2 and

Pharmacist Only Medicines.	S3 medicines.
	1.2. Make all current pharmacist-approved procedures readily accessible to staff.
	1.3. Explain systems and procedures and confirm understanding.
	1.4. Monitor staff adherence to systems and procedures and promptly resolve non-compliance issues.
	1.5. Identify pharmacy procedures for initial and ongoing training and make arrangements for fulfilling training requirements.
	1.6. Participate in updating procedures for supplying S2 and S3 medicines.
2. Maintain compliance with positioning and storage requirements.	2.1. Monitor location of S2 and S3 medicines to meet scheduling requirements.
	2.2. Identify potential non-compliant locations and report to pharmacist.
	2.3. Obtain approval from pharmacist and adjust locations.
3. Respond to changes in scheduling of Pharmacy Medicines and Pharmacist Only Medicines.	3.1. Access and interpret information on introduction of new S2 and S3 medicines and changes to schedule classification.
	3.2. Confirm understanding of changes through discussion with pharmacist and take instructions for required planning and action.
	3.3. Relocate S2 and S3 medicines to meet new scheduling requirements.
	3.4. Make new information available to staff, clearly explain requirements and confirm understanding.
	3.5. Identify and act on flow on effects for updating procedures, training, and lists of consumer information sources.

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Technology skills to:

- use online information systems to search for scheduling information.

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>