



Australian Government

Assessment Requirements for HLTPHA001 Maintain pharmaceutical imprest 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>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:

- monitored imprest stock according to workplace procedures on at least 10 occasions and completed associated selection, dispatch and documentation requirements
- 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 imprest stock monitoring, 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 handbook (APF)*
 - MIMs
 - *Australian medicines handbook (AMH)*
 - Micromedex
- proprietary and generic names of pharmaceutical products and the differences between them
- principles and procedures for imprest stock control
- features of pharmaceutical data management systems
- purpose of batch numbering and expiry dates on pharmaceutical products

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:
 - pharmaceutical stock management procedures
 - pharmacy imprest system
 - pharmaceutical products
- modelling of industry operating conditions, including presence of time constraints for 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>