



**Australian Government**

# **HLTPHA001 Maintain pharmaceutical imprest stock**

**Release: 1**

# HLTPHA001 Maintain pharmaceutical imprest 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>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 monitor and respond to imprest stock requirements, including selection, dispatch and documentation activities.

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. Monitor imprest stock against requirements

- 1.1 Establish needs to replenish stock and determine quantity from specified minimum and maximum levels
- 1.2 Use appropriate technology to complete stock checks and generate picking lists of requisition items
- 1.3 Check that requisition lists comply with operating procedures and department requirements
- 1.4 Identify and report deviations to an authorised person according to scope of own job role

**ELEMENT****PERFORMANCE CRITERIA**

*Elements define the essential outcomes*

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

2. Select and dispatch stock

2.1 Obtain clearance for orders from authorised person

2.2 Select requisitioned products and place into appropriate delivery containers

2.3 Interpret information in pharmacy management systems, complete accurate transactions and generate packing slip

2.4 Store and pack completed requisitions within the pharmacy prior to delivery

2.5 Deliver stock to designated areas

2.6 Check and confirm accuracy of stock placement

2.7 Store stock according to manufacturers' recommended storage conditions

2.8 Ensure an authorised person verifies, checks and signs for medicines on receipt where required

3. Complete documentation process

3.1 Complete and file documentation according to required procedures

3.2 Collate medicines usage information and record statistics for authorised person

3.3 Update imprest lists, based on stock usage and medicines inventory changes in liaison with relevant staff

3.4 Report changes to stock usage that may impact on stock control to an authorised person

**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>