



Australian Government

HLTPHA010 Maintain pharmaceutical imprest stock

Release: 1

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Modification History

Not applicable.

Application

This unit of competency describes the performance outcomes, skills and knowledge required to monitor and respond to imprest stock requirements, including selection, dispatch and documentation activities.

This unit applies to hospital or health services pharmacy assistants and technicians working under the supervision of an authorised person.

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Pharmacy

Unit Sector

Health

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Monitor imprest stock against requirements.

PERFORMANCE CRITERIA

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

- 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 as required.
- 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.

2. Select and dispatch stock.
 - 2.1. Apply the principles of safe medication storage to reduce the risk of selection errors.
 - 2.2. Obtain clearance for orders from an authorised person where required.
 - 2.3. Select requisitioned products and place into appropriate delivery containers.
 - 2.4. Interpret information in pharmacy management systems, complete accurate transactions and generate packing slip.
 - 2.5. Store and pack completed requisitions within the pharmacy prior to delivery ensuring all labelling requirements are met.
 - 2.6. Deliver stock to designated areas.
 - 2.7. Ensure stock is rotated and within the expiration date.
 - 2.8. Store and pack stock according to manufacturers' recommended storage conditions including temperature and light sensitive medication.
 - 2.9. Download and read temperature monitor information and take appropriate action if outside of recommended range.
 - 2.10. Ensure an authorised person verifies, checks and signs for medication on receipt where required.
3. Complete documentation process.
 - 3.1. Complete and file documentation according to required procedures.
 - 3.2. Collate medication usage information and record statistics for authorised person.
 - 3.3. Update imprest lists based on stock usage and medication inventory changes following consultation with relevant staff.
 - 3.4. Report changes to stock usage that may impact on stock control to an authorised person.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is not equivalent to HLTPHA001 Maintain pharmaceutical imprest stock.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>