



Australian Government

HLTPHA011 Pack pharmaceutical products

Release: 1

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Modification History

Not applicable.

Application

This unit of competency describes the performance outcomes, skills and knowledge required to package or pre-package pharmaceutical products. This includes the repackaging of medication according to the Society of Hospital Pharmacists of Australia (SHPA) Standard of Practice in dispensing and distribution for pharmacy, national guidelines and legislation on the filling of dose administration containers.

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

PERFORMANCE CRITERIA

Elements describe the essential outcomes

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

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|---------------------------|--|
| 1. Prepare for packaging. | 1.1. Comply with personal protection equipment (PPE), safety requirements and personal hygiene procedures prior to entering the packaging area.
1.2. Obtain packaging documentation and work sheet and interpret instructions from authorised person and according to packaging specifications. |
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- 1.3. Clean and prepare work area according to work sheet or equivalent documentation.
- 1.4. Identify, clean, prepare and set packaging equipment.
- 1.5. Identify and report discrepancies in equipment functioning and take corrective action according to the instructions of an authorised person.
- 1.6. Obtain appropriate and sufficient packaging materials according to stock issuing procedures.
- 1.7. Obtain approved medication.
- 1.8. Prepare and check labels according to work sheet and legal requirements.
- 1.9. Ensure stock expiry date, batch number and other relevant stock details are correct prior to commencing pre-packs.
- 1.10. Submit work sheet and labels to authorised person for approval.
2. Pack products.
 - 2.1. Use appropriate packaging equipment to pack products.
 - 2.2. Label container or units according to labelling specifications on the work sheet.
 - 2.3. Apply in-process controls and record results accurately.
 - 2.4. Report deviations to an authorised person and take corrective action according to instructions from an authorised person.
3. Conduct quality control.
 - 3.1. Obtain approval from an authorised person at designated points in the packaging process according to work sheet.
 - 3.2. Obtain relevant quality control documentation and check product specifications according to work sheet.
 - 3.3. Reconcile and verify packaging materials under supervision of an authorised person.
 - 3.4. Complete required documentation and submit sample pre-pack for quality audit.
4. Complete packaging process.
 - 4.1. Reconcile number of labels printed with number used and report discrepancies to an authorised person.
 - 4.2. Alert an authorised person of excess materials.
 - 4.3. Complete batch documentation and forward according to standard operating procedures.
 - 4.4. Obtain final approval from an authorised person before releasing packed medication or product to storage areas.
 - 4.5. Clean equipment according to manufacturers' instructions.

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 HLTPHA002 Pack pharmaceutical products.

Links

Companion Volume implementation guides are found in VETNet -

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