



**Australian Government**

**Assessment Requirements for HLTPHA012  
Dispense prescriptions and medication  
orders**

**Release: 1**

# Assessment Requirements for HLTPHA012 Dispense prescriptions and medication orders

## Modification History

Not applicable.

## Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- use The International System of Units (SI) and the most recent Australian Pharmaceutical Formulary and Handbook (APF) to accurately process at least 10 patient discharge lists and 100 items from prescriptions and medication orders following workplace procedures and safe dispensing practices
- identify issues outside scope of own practice and refer to an authorised person
- perform the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work related to hospital or health services pharmacy support in a clinical workplace environment. These 240 hours may be applied collectively across all units of competency that include the requirement for workplace hours for the purposes of assessment.

## Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- National, State or Territory, legal and ethical requirements, for dispensing prescriptions, 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 patients
  - specific legislation:
    - medication and their use
    - the practice of pharmacy
    - different schedules of medication and pharmaceutical products
  - work role boundaries including responsibilities and limitations
  - work health and safety
- organisational standard operating procedures (SOPs) relating to dispensing of Pharmaceutical Benefits Scheme (PBS), non-PBS, SAS prescriptions and medication orders

- legal requirements for dispensing of medication:
  - information requirements on prescriptions and medication orders
  - requirements to be satisfied for a complete, unambiguous and valid prescription or medication order and actions to take if validity is questionable
  - specific requirements for dispensing controlled medication
- Pharmacy Board of Australia Guidelines for dispensing medication
- key information in standard pharmaceutical references and their use by pharmacy assistants, including:
  - Australian Pharmaceutical Formulary Handbook (APF)
  - Monthly Index of Medical Specialities (MIMS) or AusDI Advanced
  - Australian Medicines Handbook (AMH)
  - Micromedex
- dispensing procedures:
  - procedures and rationale for validating orders
  - types of discrepancies or potential issues found on prescriptions and medication orders, and how to respond to these
  - accepted self-checking processes to ensure accuracy
  - charging for pharmaceuticals including organisation policy and the PBS
  - legal requirements and principles of pharmaceutical product labelling
  - prescribing conventions, and abbreviations and medical terminology used for instructions for the use of medication
  - principles of calculations, weights and measures using the SI system
  - processes for reconstitution of products
  - properties of container types and principles of selection for use
- features of pharmaceutical products:
  - methods of administration
  - common proprietary and generic names and their differences
  - medication forms, dose, strength and quantity
  - principles and procedures for maintaining their security
  - principles and range of storage requirements
- product identification and handling, including those for:
  - formulary medication and non-formulary medication
  - products with the required integrity as well as those whose integrity has been
  - routine of handling products and products requiring special handling
- relevant pharmacy dispensing application or system
- infection control principles and their relevance to dispensing medication
- specific labelling requirements for compounded products, including:
  - adherence to legislative requirements
  - name, form and strength of product
  - ancillary labels as part of label details
  - hazard warnings

- spacing for entry of batch numbers and expiry dates
- packaging methods, container materials and principles for selection
- storage and transport requirements and rationale for different types of product including:
  - hazardous materials
  - special storage considerations:
    - humidity
    - isolation
    - light
    - temperature
    - ventilation
- features and use of pharmacy systems used for aseptic compounding
- circumstances that require compounding of the product within a laminar flow hood or clean room or cytotoxic drug safety cabinet or cytotoxic suite or room or isolator
- environmental and WHS standards for waste disposal.

## Assessment Conditions

Skills must be demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace.

Assessment must ensure access to:

- use of suitable facilities, equipment and resources, including:
  - weighing and measuring equipment
  - prescriptions and medication orders
  - pharmaceutical references
- modelling of industry operating conditions, including time constraints for completing dispensing activities
- access to Standard Operating Procedures (SOPs)
- authorised person with whom to consult.

Assessors must satisfy the Standards for Registered Training Organisations' 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>