Australian Government

HLTPHA012 Dispense prescriptions and medication orders

Release: 1

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Modification History

Not applicable.

Application

This unit of competency describes the performance outcomes, skills and knowledge required to accept and check the validity of prescriptions and medication orders, and to assist an authorised person by preparing labels, assembling products and completing documentation.

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.*
1. Accept order for dispensing.	1.1. Receive prescription or medication order and complete and confirm patient details.
	1.2. Identify the prescriber and initiate source for the purpose of costing and data entry.
	1.3. Read documentation to confirm the legality, validity and completeness of the prescription or medication order.
	1.4. Follow procedures to deal with contraventions of law.
	1.5. Identify if patient is eligible to access the medication

	through the Pharmaceutical Benefits Scheme (PBS).
	1.6. Identify and report discrepancies to an authorised person.
	1.7. Provide information to patient about dispensing expectations in terms of availability, time and cost, including alternative dispensing options if there are delays or medication availability issues.
2. Ensure clinical evaluation by an authorised person.	2.1. Complete required documentation in accordance with standard operating procedures (SOPs) or organisational policies prior to dispensing.
	2.2. Refer prescription or medication order to an authorised person for clinical evaluation.
	2.3. Confirm an authorised person has completed a clinical evaluation before filling the order.
3. Prepare for labelling of medication.	3.1. Enter dispensing data into the pharmacy dispensing application or system and check accuracy against documentation.
	3.2. Follow procedures to deal with contraventions of law.
	3.3. Generate label, and cautionary and advisory labels to meet legal and regulatory requirements.
	3.4. Check information on labels for accuracy and clarity against dispensing requirements including any requirements for externally sourced compounded products.
	3.5. Alert an authorised person about any relevant warnings from the pharmacy dispensing application or system.
4. Assemble items.	4.1. Interpret prescription or medication order requirements and refer to an authorised person where details or quantities are unclear.
	4.2. Select prescribed products in the correct quantities of each item, according to prescription or medication order, ensuring expiry date is appropriate.
	4.3. Use barcode scanning technology during the dispensing process according to Pharmacy Board of Australia Guidelines for Dispensing Medicines.
	4.4. Pack and label correct quantities into a suitable container with correct and clear labelling.
	4.5. Check packed item for accuracy and visibility of expiry date.
	4.6. Check package integrity to ensure sterility of externally sourced compounded products.
	4.7. Annotate the prepared order, written or electronic, with the quantity supplied, signature and date, ready for checking by an authorised person.
	4.8. Self-check work to ensure accuracy of assembled items.

	4.9. Arrange items for an easy and complete check by an authorised person.
5. Finalise dispensing of medication.	5.1. Verify that prescription or medication order is checked and signed by an authorised person.
	5.2. Ensure prescription or medication order is stored appropriately prior to collection or delivery.
	5.3. Complete accurate final documentation.
	5.4. Record relevant information and statistics according to workplace requirements.

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 HLTPHA003 Assist with dispensing of prescriptions and medication orders.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705