



Australian Government

Assessment Requirements for HLTPHA013

Order, maintain and distribute pharmaceutical stock

Release: 1

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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:

- follow procurement procedures and accurately complete the task for at least 10 orders including externally sourced compounded products
- follow stock control and maintenance procedures for pharmaceutical imprest stock
- follow workplace distribution procedures for at least 5 batches of pharmaceutical imprest stock
- 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 pharmaceutical stock management, 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
- 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
- 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 compromised
 - routine of handling products and products requiring special handling
 - packaging and transport specifications
- principles of procurement of pharmaceutical products including:
 - central supply systems and tender processes
 - purpose and process of purchasing contracts
 - sources of stock, including non-formulary items, Special Access Scheme (SAS) items and S19A imported substitutes for medication shortages
 - sources to determine legitimate receivers of stock
 - stock ordering processes and systems
- storage requirements for different types of stock:
 - environmental conditions
 - rotation requirements
- principles and procedures of stock control and maintenance including:
 - input and access of data relevant to stock control
 - financial implications of stock level control
 - maintaining security of pharmaceutical products
 - purpose of batch numbering and expiry dates on pharmaceutical items
 - procedures for dealing with alerts and company recalls
 - different methods of disposal of unwanted pharmaceutical products and outdated stock
 - procedures for dealing with returned stock
- infection control principles and their relevance to pharmaceutical stock control.

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:
 - stock reporting and data systems
 - prescriptions and medication orders
 - pharmaceutical references

- modelling of industry operating conditions, including time constraints for stock control activities
- 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>