



**Australian Government**

# **HLTPHA013 Order, maintain and distribute pharmaceutical stock**

**Release: 1**

# HLTPHA013 Order, maintain and distribute pharmaceutical stock

## Modification History

Not applicable.

## Application

This unit of competency describes the performance outcomes, skills and knowledge required to maintain a pharmaceutical stock control system and distribute pharmaceutical products.

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. Procure stock.

### PERFORMANCE CRITERIA

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

- 1.1. Identify items and quantity required for order, according to predetermined minimum and maximum stock levels.
- 1.2. Obtain requisition requirements as per the imprest schedule from authorised personnel.
- 1.3. Provide order information in terms of availability and cost to an authorised person according to organisational policies and procedures.

- 1.4. Interpret information to identify availability and cost of item and provide information to an authorised person.
  - 1.5. Investigate alternative suppliers or products when required medication is not available due to compounding delays or externally sourced compounded products under the guidance of a health care professional.
2. Process new stock.
  - 2.1. Accept delivery of stock and match delivery documentation with stock delivered.
  - 2.2. Check condition of stock and expiry date and report deviations to the appropriate person.
  - 2.3. Reconcile stock with order or control lists and report discrepancies to the appropriate person.
  - 2.4. Inform an authorised person of medication with specific recording requirements according to legal requirements and organisational policies and procedures.
  - 2.5. Maintain batch traceability.
  - 2.6. Accurately complete data capture requirements, including reconciliation of statements and invoices.
  - 2.7. Comply with organisation procedures to return stock to supplier as required.
3. Handle and maintain stock.
  - 3.1. Maintain principles of sale selection and storage of medication.
  - 3.2. Store stock according to stock storage and rotation requirements.
  - 3.3. Maintain conditions to minimise risk of contamination.
  - 3.4. Monitor stock on a regular basis, including minimum and maximum stock levels, and report deviations to the appropriate person.
  - 3.5. Monitor and maintain correct storage requirements and report deviations to the appropriate person.
  - 3.6. Maintain accurate location maps.
  - 3.7. Check security compliance and report irregularities to the appropriate person.
4. Select and pack item order.
  - 4.1. Select and pack items according to order requirements.
  - 4.2. Complete data entry requirements associated with processing orders.
  - 4.3. Check labelling, specific handling instructions and delivery information for accuracy in line with identified requirements.
  - 4.4. Check packaging is completed according to specific instructions.
5. Dispatch orders.
  - 5.1. Check delivery documentation for accuracy and follow requirements.

- 5.2. Implement packaging and handling procedures to ensure the security, integrity, cold chain maintenance and breakage avoidance of delivered goods.
  - 5.3. Complete medication registers and other documentation accurately, as required.
- 6. Process returned stock.
  - 6.1. Inspect returned products for their expiry date and integrity, and place in designated area.
  - 6.2. Place reusable returned stock in appropriate designated area.
  - 6.3. Dispose of unusable returned items according to organisation procedure.
  - 6.4. Complete inspection documentation accurately and forward for authorisation.
  - 6.5. Maintain accurate records and complete credit process in a timely manner.
- 7. Assist in stocktaking procedures.
  - 7.1. Check stock lists of all items for stocktaking.
  - 7.2. Reconcile actual stock against stock lists.
  - 7.3. Count stock and check expiry dates.
  - 7.4. Identify stock discrepancies and report to the appropriate person.
  - 7.5. Determine minimum and maximum stock levels and report to the appropriate person.
  - 7.6. Complete and maintain accurate stocktake documentation.

## 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 HLTPHA004 Order, maintain and distribute pharmaceutical stock.

## Links

Companion Volume implementation guides are found in VETNet -

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