Assessment Requirements for HLTPHA018 Support pharmacists in the collection and presentation of workplace data and information

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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:

- comply with legal, organisational and Standards of Practice for Clinical Pharmacy Services (SHPA) for collection and presentation of accurate data and information including:
  - screening at least 30 medication charts for dispensing requirements
  - sourcing and gathering at least one set of data or information for each of the following:
    - preparatory information required for reporting adverse drug reactions and other medication incidents
    - medicines use evaluation (MUE) and audit information requested by a pharmacist or an authorised person
    - specific patient data
  - arranging information and present it in a form appropriate for the purpose of organisation's work practices
- 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 and State or Territory legal and ethical requirements for pharmacy work, and how these are applied in organisations, including:
  - codes of conduct
  - duty of care including implications of negligence
  - informed consent
  - privacy, confidentiality and disclosure
  - records management
  - rights and responsibilities of workers, employers and patients

- specific legislation:
  - medication and its 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:
  - Australian Pharmaceutical Formulary and Handbook (APF)
  - Monthly Index of Medical Specialities (MIMS) or AusDI Advanced
  - Australian Medicines Handbook (AMH)
  - Micromedex
- the role of, and how to utilise authorised people with specific responsibilities:
  - medicines information
  - quality use of medicines
  - medicines use evaluation
  - clinical trials and clinical pharmacists
  - pharmacy managers
- order of referencing in presentation of information including primary, secondary, tertiary references
- concept of medicines use evaluation and the data recorded
- concept of key performance indicators and data reported
- pharmacy or health facility management systems and procedures related to the collection and presentation of workplace data and information
- types of data and information collected and presented in the pharmacy context:
  - adverse drug reactions (ADR) and other medication incidents:
    - data required for reporting
    - meaning of ADR
    - process for reporting
    - purpose of reporting
  - biochemical, haematological and microbiology tests:
    - purpose of tests
    - abbreviations used
    - concept of reference range
- clinical trials:
  - purpose of collection of information and the data required
  - importance of maintaining confidentiality and blinding
  - meaning and purpose of medication reconciliation and the potential sources of data used to identify a patient's medication history and medication list
- therapeutic drug monitoring:
  - medications that require monitoring

- - purpose of monitoring
  - concept of therapeutic range
- how to ensure patient data retrieved is for the correct patient:
  - patient data interrogation and presentation:
  - patient medical record number (MRN)
  - concept of key performance indicators and data reported
  - how to identify and access patient data
  - concept of reference range.

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:
  - computerised pharmacy administration system
  - computerised access to patient information
- modelling of industry operating conditions, including time constraints for completing 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