



**Australian Government**

# **HLTPHA018 Support pharmacists in the collection and presentation of workplace data and information**

**Release: 1**

# HLTPHA018 Support pharmacists in the collection and presentation of workplace data and information

## Modification History

Not applicable.

## Application

This unit of competency describes the performance outcomes, skills and knowledge required to identify pharmacy data and information collection requirements and to collect and present the information.

It applies to hospital or health services pharmacy assistants and technicians working under the supervision of a pharmacist or 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. Identify and address requirements for data and information collection.

### PERFORMANCE CRITERIA

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

- 1.1. Obtain and clarify instructions from an authorised person to ensure correct understanding.
- 1.2. Identify purpose and audience of the data and information to be collected.
- 1.3. Determine appropriate data and information sources.
- 1.4. Establish timeframe for data and information collection.

- 1.5. Collect data and information to address identified requirements.
2. Prepare data and information for use.
  - 2.1. Check data and information for completeness and accuracy and respond to discrepancies.
  - 2.2. Analyse data and information to address identified purpose and audience.
  - 2.3. Collate data and information in a logical manner and prepare for presentation.
3. Present workplace data and information.
  - 3.1. Select appropriate modes of communication to suit the purpose and context of the information being provided.
  - 3.2. Explain data and information to others to support workplace operations in accordance with legal, organisational and Society of Hospital Pharmacists Australia (SHPA) Standard of Practice for Pharmacy Technicians to Support Clinical Pharmacy Services.
  - 3.3. Answer questions about the data and information collected and clarify appropriately within scope of practice.
  - 3.4. Record and store data and information according to workplace procedures.

## 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 HLTPHA009 Support pharmacists in the collection and presentation of workplace data and information.

## Links

Companion Volume implementation guides are found in VETNet -

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