



Australian Government

Department of Education, Employment and Workplace Relations

HLTPH305A Maintain pharmaceutical imprest stock

Release: 1

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Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTPH304C Maintain pharmaceutical ward or imprest stock	HLTPH305A Maintain pharmaceutical imprest stock	Unit updated in V5 Competency outcome changed to include additional essential knowledge from unit HLTPH301C

Unit Descriptor

This unit of competency describes the skills and knowledge required to maintain pharmaceutical imprest stock, excluding the dispensing of prescriptions, and according to standard operating procedures (SOPs) and within legal requirements

Application of the Unit

The application of knowledge and skills takes place around standards, guidelines, organisation policies and procedures and under the supervision of a qualified person

Individuals may take responsibility for their own outputs

Work performed requires a range of well developed skills where some discretion and judgement is required

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

ELEMENT

Elements define the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

- 1) Generate/receive and check stock requisition/imprest list
 - 1.1 Establish needs to replenish stock and determine quantity against specified minimum/maximum levels
 - 1.2 Use appropriate technology to complete stock checks and print picking list(s) of requisition items
 - 1.3 Check that requisition lists comply with standard operating procedures (SOPs) and department requirements
 - 1.4 Report deviations to an authorised person

- 2) Select and dispatch stock
 - 2.1 Obtain clearance for the order from an authorised person
 - 2.2 Select requisitioned products and place into appropriate delivery containers
 - 2.3 Complete transaction in pharmacy computer and generate packing slip
 - 2.4 Store and pack completed requisitions within the pharmacy prior to delivery
 - 2.5 Deliver stock to the *designated area*
 - 2.6 Check and confirm accuracy of stock placement
 - 2.7 Store stock according to manufacturers' recommended *storage conditions*
 - 2.8 Ensure an authorised person verifies, checks and signs for medicines on receipt where required

- 3) Complete documentation process
 - 3.1 Complete and file documentation
 - 3.2 Collate medicines usage information and record statistics for authorised person
 - 3.3 Update imprest lists, based on stock usage and medicines inventory changes in liaison with relevant staff
 - 3.4 Report changes to stock usage that may impact on stock control to an authorised person

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Awareness of indemnity issues in relation to Commonwealth/State regulatory and legislative requirements
- Common proprietary and generic names of pharmaceutical products
- Identification and handling of pharmaceutical products, including
- formulary medicines and non-formulary medicines e.g. clinical trial medicines and Special Access Scheme medicines
- products with the required integrity as well as those whose integrity has been compromised e.g. damaged, contaminated or deteriorated stock
- routine handling of products and products requiring special handling, e.g. cytotoxics and their spill management, refrigerated and frozen items, light sensitive materials and flammables
- Infection control principles:
- for maintaining a clean storage environment and equipment
- personal hygiene and the use of protective clothing when handling pharmaceutical products
- Knowledge of, and the rationale for, applicable legislation, organisation policy and in-house standard operating procedures (SOPs), relating to maintaining an imprest pharmaceutical store
- Knowledge of the legal responsibilities of providers of health care in relation to confidentiality, client rights, duty of care and implications of negligence
- Limitations of own work role including identification and referring of issues outside scope of practice to the authorised person
- Work Health and Safety (WHS) policies, guidelines and symbols and their relevance to maintaining a pharmaceutical imprest stock
- Pharmacy or health facility computer system to maintain pharmaceutical stock levels
- Principles and practices of ethical and professional codes of conduct
- Principles and procedures of:
- maintaining security of pharmaceutical products
- of stock control and maintenance of pharmaceutical products
- storage requirements and the rationale for different types of products
- Purpose of batch numbering and expiry dates on pharmaceutical products
- Standard pharmaceutical references including Australian Pharmaceutical Formulary (APF), MIMs, AMH and Micromedex

Essential skills:

This describes the essential skills and knowledge and their level required for this unit.

It is critical that the candidate demonstrate the ability to:

- Carry out maintenance of a pharmaceutical imprest system to meet the needs of the organisation
- Refer issues identified outside scope of practice to the appropriate person
- Select products accurately
- Use technology to maintain imprest stock e.g. portable data entry (PDE) devices, pharmacy computer system
- Work in accordance with relevant work health and safety, and infection control guidelines
- Work in accordance with relevant organisation policy, legislative requirements, industrial awards and agreements and in-house standard operating procedures (SOPs)

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Communicate and interact effectively with pharmacy staff and health care practitioners
- Interpret stock usage and make suggestions for inventory changes
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use available resources and prioritise workload
- Use literacy, numeracy and oral communication skills required to fulfil the position in a safe manner as specified by the health care facility
- Use problem solving skills to ensure that the imprest system meets the needs of the organisation

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of workplace performance is essential for assessment of this unit
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

Context of and specific resources for assessment:

- Assessment should replicate workplace conditions as closely as possible
- Simulations may be used to represent workplace conditions as closely as possible. Acceptable simulation requires:
 - scope to determine that work is conducted within legislative and regulatory requirements
 - scope to determine that work is conducted within WHS and infection control requirements
- Resources essential for assessment include:
 - access to relevant workplace or a simulated environment where assessment can take place
 - relevant legislation, regulations and guidelines
 - pharmacy imprest system

Method of assessment may include:

- Formal appraisal systems
- Interviewing and questioning
- Observation in the work place
- Supporting statement of supervisor(s)
- Written assignments/projects

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

Range Statement

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Designated area may include:

- Automated medication distribution system
- Cupboard
- Drug safes
- Medication drawers
- Special storage area e .g. refrigerator as required for correct storage condition
- Trolley

- Storage conditions may include:*
- Ambient
 - Cold chain
 - Correct storage of hazardous substances
 - Correct temperature
 - Humidity
 - Isolated
 - Light
 - Pest control
 - Secured
 - Ventilated

Unit Sector(s)

Not applicable.

Custom Content Section

Not applicable.