



Australian Government

**Assessment Requirements for
SIRCCPM001 Assist in managing
Pharmacy Medicines and Pharmacist Only
Medicines**

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:

- explain all aspects of systems and procedures for managing the supply of Pharmacy Medicines and Pharmacist Only Medicines
- over a two month period, monitor location of Pharmacy Medicines and Pharmacist Only Medicines, identify non-compliant medicine locations, report to pharmacist and make adjustments
- demonstrate correct procedures to respond to a change in scheduling classification:
 - required actions for relocation
 - staff updating.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- role boundaries and responsibilities of pharmacy assistants and pharmacists in managing the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- role of the Pharmacy Board of Australia in setting standards for the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- role and aspects of pharmacy quality programs that assist in managing the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- for the organisation:
 - designated areas for product placement of S2 items
 - designated areas for storage areas for S3 items
 - staff training requirements and options to support understanding of:
 - new medicines
 - medicines that are down or up scheduled
- organisational systems and procedures for managing the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3):
 - monitoring correct location of S2 and S3 scheduled items
 - maintaining shelf facings
 - monitoring staff adherence to procedures

- response to changes in scheduling classification and introduction of newly scheduled medicines
- sources of information on changes in scheduling and the types of information provided by each:
 - Therapeutic Goods Administration (TGA)
 - Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP)
 - industry association websites and professional publications
 - Pharmacy Board of Australia.

Assessment Conditions

Skills must be demonstrated in a pharmacy with designated front of pharmacy and dispensary areas. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure use of:

- information technology hardware and software
- online information systems
- pharmacy display and storage locations, shelf facings and signage for Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- a diverse commercial product range of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- current plain English guidelines issued by regulatory and industry bodies covering:
 - current scheduling requirements
 - changes to scheduling requirements
- organisational system documents and procedures for managing the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- team members with whom the individual can interact; these can be:
 - staff in an industry workplace; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisation's requirements for assessors, and:

- have worked in the pharmacy sector for at least two years.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>