



Australian Government

**Assessment Requirements for
SIRCCPM005 Manage pharmacy premises,
equipment and merchandise**

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, and:

- manage all aspects of the maintenance and presentation of pharmacy premises and equipment, merchandise and pricing over a period of two months
- develop, document and implement maintenance schedules for the two month period
- coordinate over the two month period:
 - scheduled maintenance of pharmacy equipment
 - scheduled and unscheduled calibration of pharmacy equipment
 - required testing and certification of pharmacy refrigeration
- maintain areas for receiving and storing pharmacy stock for two supply periods, including requirements for cold chain items
- manage merchandise pricing, space allocation and display for:
 - three temporary specials displays
 - three changed locations for permanent stock.

Knowledge Evidence

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

- format, content and use of:
 - housekeeping and maintenance procedures
 - maintenance schedules
 - maintenance and repair records
 - presentation standards and procedures
- location and basic aspects of manufacturer instructions for maintenance and repairs
- maintenance requirements for different types of pharmacy equipment
- calibration requirements for pharmacy equipment and content of calibration charts
- testing and certification requirements and schedules for pharmacy refrigeration
- optimum environmental storage conditions for pharmacy medicines and products, including temperature, light and humidity controls for perishable and cold chain dispensary items
- overview of pharmacy product and service range
- legal requirements for product placement and advertising of Pharmacy Medicines (S2)

- front of pharmacy layouts and principles for:
 - ease of access for people with mobility aids
 - defining a professional services area
 - customer flow
 - effective placement of merchandising displays
- basic aspects of visual merchandising principles
- organisational:
 - merchandising policies and plans
 - merchandise space allocations
 - pricing policy.

Assessment Conditions

Skills must be demonstrated in a pharmacy with a designated front of pharmacy area and stock control and storage facilities for perishable and non-perishable pharmacy stock. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure use of:

- information technology hardware and software
- refrigerator or freezer dedicated to pharmaceuticals
- pharmacy display stands and shelving, shelf facings and signage for products and services
- demountable promotional display fixtures
- a diverse commercial product range of unscheduled medicines and products and Pharmacy Medicines
- product labels and price tickets
- manufacturer instructions for a range of pharmacy equipment
- calibration requirements and charts for pharmacy equipment
- testing and certification requirements and schedules for pharmacy refrigeration
- the following documents which can be:
 - housekeeping and maintenance procedures
 - maintenance schedules
 - maintenance and repair records
 - merchandising policies and plans
 - merchandise space allocations
 - pricing policy
 - price lists
- 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>