SIRCDIS003 Assist in dispensing prescriptions

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assist pharmacists with the preparation of prescription medicines. It requires the ability to check patient and prescription details; operate a computerised dispensing system; and select, label and despatch medicines from the dispensary after a pharmacist has checked all details.

This unit applies to dispensary assistants working in community pharmacies. When dispensing prescribed medications they work under the direct supervision of a pharmacist and their role is limited to those dispensing functions that do not require them to exercise professional pharmaceutical judgement or discretion.

This unit incorporates the requirement for pharmacy assistants to comply with federal, state and territory law and Pharmacy Board of Australia Guidelines for supplying scheduled Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3). At the time of publication, they are not, however, required to hold an occupational licence or to be certified as competent in this unit to dispense scheduled medicines.

Pre-requisite Unit

SIRCDIS001 Assist customers with prescriptions

SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

Competency Field

Dispensary

Unit Sector

Community Pharmacy

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Check prescription details.	1.1.Follow organisational procedures for dispensing prescription medicines throughout dispensing process.
	1.2.Accept and action in a logical and time-efficient

sequence to serve customers effectively.

1.3. Check prescriptions for legality, validity and completeness.

1.4. Refer incomplete or invalid prescriptions to pharmacist for action with clear information about any discrepancies.

1.5. Identify situations requiring pharmacist clarification and ask questions to obtain instruction.

2. Record prescription information.	2.1. Enter patient, prescription and entitlement details from original prescription into dispensary computer system.
	2.2. Check electronic data entry for match to patient and prescription details.
	2.3. Recognise dispensary system alerts of medication and patient issues and refer to pharmacist for resolution.
	2.4. Use computer software to select and record brand changes.
	2.5. Accurately enter prescriber's specific directions for medication label.
	2.6. Generate one printed label for each pack, repeat authorisations and Consumer Medicine Information (CMI).
3. Select and label prescribed medications.	3.1. Use original prescription to accurately select medications manually or robotically and to check medication form, strength and quantity.
	3.2. Check printed label for directions for use, drug strength and quantity against original prescription and correct identified errors.
	3.3. Apply printed labels and appropriate cautionary and advisory labels to each pack.
	3.4. Ensure pharmacy labels do not obscure important information on manufacturer label.
4. Assemble prescribed medications and finalise documentation.	4.1. Assemble prescribed medicines with all relevant documentation and counselling aids.
	4.2. Present dispensed items and prescription to pharmacist for verification.
	4.3. Place in a container that leaves all items visible.
	4.4. Place container in pharmacy-designated private collection location for return of prescription medication to customer.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d