



Australian Government

Assessment Requirements for SIRCDIS004 Assist in preparing dose administration aids

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:

- assist in preparing twelve dose administration aids (DAAs)
- assist in preparing DAA orders for each of these customer types:
 - new customers
 - ongoing customers.

Knowledge Evidence

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

- role boundaries and responsibilities of dispensary assistants and pharmacists in the preparation of dose administration aids
- circumstances which require and trigger referral to a pharmacist
- basic aspects of the Pharmaceutical Society of Australia's Professional Practice Standards – provisions relevant to dose administration aids services
- organisational procedures for preparing dose administration aids:
 - accessing and maintaining security of the dispensary area
 - dealing with new DAA patients
 - requirements for pharmacist checks of DAAs
 - patient record keeping
 - logging of all filled and verified DAAs
 - cleaning and maintenance of dose administration area
 - disposal of rejected dispensary items to minimise environmental impacts and protect confidentiality of patient information
- formats for, use and contents of:
 - drug charts
 - patient medication profiles, both simple and complex
 - service contracts
 - DAA orders
- features, functions and uses of different types of DAAs:
 - re-usable dosette boxes

- tamper-proof, sealed DAAs
- features of medications not suitable for packing in a DAA
- features, functions and operating requirements of DAA equipment:
 - heat or press sealing equipment
 - irons
 - pill splitters
- formats for, use and required contents of DAA labels:
 - pharmacy name and address
 - phone number
 - consumer name
 - active ingredients
 - brand name
 - strength
 - directions for use
 - cautionary and advisory information
 - packing and expiry date
- personal hygiene practices to avoid contamination of medicines and dose administration containers
- environmental protection practices for disposal of waste
- features and functions of dispensary software specifically for keeping patient DAA records.

Assessment Conditions

Skills must be demonstrated in a pharmacy with a designated operational dispensary area. This must be in an industry workplace, which meets Pharmacy Board of Australia and relevant industry standards for dispensary operations.

Assessment must ensure use of:

- information technology hardware and software
- dispensary software currently used by the community pharmacy industry
- pharmacy storage locations for filled customer prescriptions
- pharmacy storage locations, shelf facings and signage for unscheduled medicines, Pharmacy Medicines (S2), and Pharmacist Only Medicines (S3)
- different types of DAAs:
 - re-usable dosette boxes
 - tamper-proof, sealed DAAs
- DAA equipment
- a diverse commercial product range of solid pharmacy medicines; tablets and capsules
- a range of completed:
 - prescriptions
 - drug charts

- patient medication profiles
- service contracts
- DAA orders, instructions and checklists
- materials for DAA labelling (for cautionary and advisory details and to print customer details, medicine details and directions for use)
- Pharmaceutical Society of Australia's Professional Practice Standards – provisions relevant to dose administration aids services
- organisational procedures for preparing dose administration aids
- customers with whom the individual can interact
- pharmacists with whom the individual can interact
- assessment activities that allow the individual to work with commercial speed, timing and productivity to prepare dose administration aids within nominated deadlines.

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>