



**Australian Government**

# **SIRCDIS005 Assist in preparing extemporaneous prescriptions**

**Release: 1**

# SIRCDIS005 Assist in preparing extemporaneous prescriptions

## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to assist pharmacists to prepare ingredients and non-sterile extemporaneous pharmaceutical products from fixed formulas.

This unit applies to senior dispensary assistants working in community pharmacies. When preparing extemporaneous prescriptions, they work under the direct supervision of a pharmacist and their role is limited to those compounding 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

SIRCDIS003 Assist in dispensing prescriptions

SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

## Competency Field

Dispensary

## Unit Sector

Community Pharmacy

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

1. Prepare for compounding process.

### PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Follow organisational procedures for preparing extemporaneous prescriptions throughout compounding process.

- 1.2. Obtain and interpret compounding worksheet and seek additional direction from pharmacist when clarification needed.
  - 1.3. Clean compounding work area to avoid spoilage of pharmaceutical products.
  - 1.4. Maintain personal hygiene, handle ingredients, equipment and containers hygienically throughout compounding process to avoid contamination.
  - 1.5. Select measuring and mixing equipment of correct type and size for the task.
  - 1.6. Safely assemble, ensure cleanliness and check calibration of equipment before use.
  - 1.7. Select and use personal protective equipment to avoid personal injury during the compounding process.
2. Select and measure ingredients.
  - 2.1. Identify and select required ingredients specified in compounding worksheet.
  - 2.2. Sort and safely assemble raw materials according to sequence of compounding processes.
  - 2.3. Measure ingredient quantities according to worksheet specifications.
3. Prepare compounded products.
  - 3.1. Prepare ingredients by grinding, milling or heating according to worksheet specifications.
  - 3.2. Combine ingredients according to worksheet specifications.
  - 3.3. Inspect compounded product to confirm quality and adjust according to individual responsibility or refer to pharmacist.
  - 3.4. Confirm labelling requirements with pharmacist and prepare accurate and complete labels.
  - 3.5. Select dispensing containers specified by pharmacist.
  - 3.6. Attach medication, cautionary and advisory labels to containers as directed.
  - 3.7. Transfer final compounded product to labelled containers.
  - 3.8. Present completed compounded items, prescription and worksheet to pharmacist for verification.
  - 3.9. Check pharmacist worksheet calculations and alert pharmacist to any discrepancies.
4. Maintain records and compounding materials.
  - 4.1. Record prescription information using appropriate pharmacopoeial name, active ingredient and quantity.
  - 4.2. Follow pharmaceutical numerical conventions when recording quantities and units of measurement.
  - 4.3. Return unused ingredients to storage and adjust stock records.
  - 4.4. Maintain inventory levels of raw materials and consumable equipment.
  - 4.5. Monitor storage conditions to ensure product integrity is

maintained.

- 4.6. Dispose of waste, especially hazardous substances, according to environmental requirements and organisational waste management procedures.

## Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

- Reading skills to:
- interpret familiar and detailed organisational procedures.
- Numeracy skills to:
- apply pharmaceutical numerical conventions.

## 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>