



**Australian Government**

# **SIRCDIS006 Maintain dispensary stock**

**Release: 1**

# SIRCDIS006 Maintain dispensary stock

## Modification History

Not applicable.

## Application

This unit describes the performance outcomes, skills and knowledge required to assist pharmacists maintain all types of dispensary stock including scheduled medicines, perishable goods and raw materials for compounding. It requires the ability to order, receive and store stock, maintain its quality and administer stock control records.

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

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Nil

## 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. Order dispensary stock.

- 1.1. Follow organisational procedures for stock maintenance activities.
- 1.2. Identify dispensary stock maintenance requirements.
- 1.3. Refer to and interpret preferred supplier arrangements and confirm stock availability, cost and delivery times.
- 1.4. Seek direction or clarifications from pharmacist and obtain pharmacist approval for stock orders.
- 1.5. Place clear, unambiguous documented orders for dispensary items

- within required timelines.
- 1.6. Complete and keep accurate purchase and costing records.
2. Take delivery of dispensary stock.
    - 2.1. Check incoming dispensary stock against orders and delivery documentation, and identify, record and report discrepancies.
    - 2.2. Inspect items for damage, quality and use by dates and record and report findings.
    - 2.3. Check cold chain items have been maintained at optimum temperature and report unacceptable quality to pharmacist.
    - 2.4. Record details of incoming stock.
    - 2.5. Alert pharmacist to delivery of controlled drugs.
  3. Store dispensary stock.
    - 3.1. Use safe manual handling techniques when moving and storing stock to avoid injury.
    - 3.2. Identify dispensary product layout and store stock promptly in appropriate storage location.
    - 3.3. Choose and maintain appropriate environmental conditions for storage of perishable items.
    - 3.4. Ensure special dispensary items are stored according to security requirements.
  4. Maintain dispensary stock.
    - 4.1. Check and adjust environmental conditions of storage regularly to maintain perishable dispensary stock at optimum quality.
    - 4.2. Check quality of other stock regularly and make adjustments to ensure stock protection.
    - 4.3. Rotate stock for maximum use and minimum wastage.
    - 4.4. Assist pharmacist to manage-out stock of branded medicines when introducing generic equivalents.
    - 4.5. Monitor, calculate and maintain working stock levels in consultation with pharmacist and with consideration of Pharmaceutical Benefits Scheme (PBS) price disclosure system.
    - 4.6. Organise and participate in stocktakes at appropriate intervals.
    - 4.7. Produce accurate stocktake reports within designated timelines and maintain accurate stock control records.
    - 4.8. Investigate, resolve and report stock losses and discrepancies.
    - 4.9. Use stock control system to maintain stock control records.
  5. Dispose of dispensary stock waste.
    - 5.1. Sort waste and obtain pharmacist approval to reject out-of-date, damaged and excess dispensary stock.
    - 5.2. Dispose of waste under pharmacist supervision, according to environmental and special waste disposal requirements.
    - 5.3. Update dispensary stock records following disposal.

## 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>