



Australian Government

Assessment Requirements for SIRCDIS008 Coordinate service to residential care facilities

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:

- complete the following activities to supply medications and other pharmacy products to residential care facilities:
 - coordinate supply services to at least one residential care facility over two supply periods to include:
 - receiving and processing orders for bulk stock and multiple individual medications for patients
 - scheduling all regular deliveries
 - scheduling emergency deliveries
 - maintaining patient supply records
 - issuing invoices and reconciling payments
- assist pharmacist to review patient medications across two care facilities and amend medical charts for three patients
- assist in generating each of these types of reports:
 - Adverse Drug Reactions reports
 - Adverse Drug Events reports.

Knowledge Evidence

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

- primary components of the Pharmaceutical Society of Australia's Professional Practice Standards – provisions relevant to services to residential care facilities
- role boundaries and responsibilities of dispensary assistants and pharmacists for providing services to residential care facilities
- basic aspects of medication provision in residential care facilities
- full details of contractual arrangements with residential care facilities:
 - services provided:
 - education and information
 - stock control
 - storage
 - roles and responsibilities of care facility and pharmacy

- pricing schedule
- trading terms
- formats, content and use of:
 - patient medication charts
 - medication-related incident reports and registers
- pharmacy systems and organisational procedures for:
 - notifying pharmacy of changes to individual patient medication regimens
 - receiving and processing orders for bulk stock and multiple individual medications for patients
 - providing information and education on medications
 - scheduling regular and emergency medicine deliveries
 - maintaining patient supply records and medication charts
 - reviewing patient medications
 - recording and reporting medication-related incidents
 - pricing and invoicing for residential care facilities.

Assessment Conditions

Skills must be demonstrated in a pharmacy with a designated operational dispensary and administration 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 and invoicing software currently used by the community pharmacy industry
- template contracts with residential care facilities
- orders for bulk stock and multiple individual medications for patients
- template:
 - delivery schedules
 - patient supply records and medication charts
 - medication-related incident reports and registers
- Pharmaceutical Society of Australia's Professional Practice Standards – provisions relevant to services to residential care facilities
- organisational procedures for supplying medications and products to residential care facilities
- residential care facility 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 complete care facility enquiries and orders within nominated service 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>