



Australian Government

**Assessment Requirements for SIRCIND002
Support the supply of Pharmacy Medicines
and Pharmacist Only Medicines**

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:

- obtain and interpret information about the scheduling of medicines from the following sources:
 - federal, state or territory departments of health
 - Therapeutic Goods Administration (TGA)
 - Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP)
 - industry association websites and professional publications
- seek and document information on the following key pharmacy legal requirements for the supply of scheduled medicines:
 - product placement and advertising of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3) items in a pharmacy
 - storage requirements for Pharmacist Only Medicines (S3), Prescription Only Medicine (S4) and Controlled Drug (S8) scheduled items in a pharmacy
 - role boundaries and responsibilities of pharmacy and dispensary assistants
 - circumstances which require and trigger referral to a pharmacist
- access and interpret this range of organisational procedures for supplying Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3):
 - questions that must be asked to collect information about customer needs
 - triggers for referral to a pharmacist
 - maintaining privacy and confidentiality of customer information.

Knowledge Evidence

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

- sources of information on scheduled medicines, legal and industry requirements:
 - federal, state and territory departments of health
 - Therapeutic Goods Administration (TGA)
 - Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP)
 - industry association websites and professional publications
 - Pharmacy Board of Australia

- basic aspects of the system for scheduling medicines and the role of:
 - Advisory Committee in Chemicals Scheduling
 - Advisory Committee on Medicines Scheduling
 - Therapeutic Goods Administration (TGA) in approving registration of new medicines
- purpose of the Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP) and basic features of these schedule types:
 - general sales medicines (unscheduled)
 - Pharmacy Medicine (S2)
 - Pharmacist Only Medicine (S3)
 - Prescription Only Medicine (S4)
 - Caution (S5)
 - Poison (S6)
 - Dangerous Poison (S7)
 - Controlled Drug (S8)
 - Prohibited Substance (S9)
- reasons for determining scheduling especially quantities and concentration of active ingredients in packaged medicine
- common medicine categories for Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- basic aspects of key federal and relevant state or territory legal requirements for the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3) and products:
 - product placement and advertising of Pharmacy Medicines (S2) scheduled items in a pharmacy
 - storage requirements for Pharmacist Only Medicines (S3) scheduled items in a pharmacy
 - role boundaries and responsibilities of pharmacy and dispensary assistants
- storage requirements for other scheduled items commonly found in a pharmacy:
 - Prescription Only Medicine (S4)
 - Controlled Drug (S8)
- basic aspects of industry guidelines for supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3) and products
 - Pharmacy Board of Australia guidelines and directives
 - Pharmaceutical Society of Australia's Professional Practice Standards – provisions relevant to the provision of non-prescription medicines and therapeutic devices
 - Pharmaceutical Society of Australia's Standards for the Provision of Pharmacy Medicines and Pharmacist Only Medicines in Community Pharmacy
- typical schedule and content of pharmacy procedures for supplying Pharmacy Medicines and Pharmacist Only Medicines and their importance in managing compliance with the law:
 - questions that must be asked to collect information about customer needs
 - collecting and supplying information to an agent acting on behalf of a customer
 - identifying and acting on triggers for referral to a pharmacist

- maintaining privacy and confidentiality of customer information
- privacy and confidentiality principles relevant to pharmacy product transactions with customers
- typical schedule of questions asked to collect information about customer needs and their rationale:
 - who the product is for
 - their condition or symptoms
 - duration of symptoms
 - other existing health conditions
 - other medicines currently using
- circumstances which require and trigger referral to a pharmacist and typical schedule of triggers:
 - customer who is:
 - a child under 2 years
 - an aged person
 - pregnant or breastfeeding
 - taking other medicines
 - customer has:
 - had the complaint for some time
 - other health conditions
 - used the product before but is not satisfied with its efficacy
 - customer appears to be:
 - sick
 - angry
 - confused
 - dissatisfied
 - uncertain
 - under the influence of drugs or alcohol
 - pharmacy assistant is unsure and needs confirmation of the medicine selected, even if the product has been requested by name
 - request for Pharmacist Only Medicine (S3)
- roles of pharmacy and dispensary assistants in finalising the supply of Pharmacist Only Medicines (S3) and other products after pharmacist provision of therapeutic advice:
 - providing or reiterating directions for product use and confirming understanding
 - recommending companion products or aids
 - providing supporting consumer information
 - processing the financial transaction.

Assessment Conditions

Skills must be demonstrated in a pharmacy with designated front of pharmacy and dispensary areas. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure use of:

- information technology hardware and software
- online information systems
- current guidelines, directives and standards, issued by government regulators or industry groups covering scheduling requirements and related legal compliance issues
- current Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP) and amendments or plain English guidelines
- organisational procedures for supplying Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3) and products.

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>