



Australian Government

Department of Education, Employment and Workplace Relations

SIRCPPK203 Assist customers seeking first aid and wound care products

Release: 1

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Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	<p>This unit is updated and equivalent to SIRPPKS008A Identify, locate and sell first aid and wound care products.</p> <p>New unit title. Technical modification of all areas of the unit. No change to the overall scope or outcomes of the unit.</p>

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to assess customer needs, select and supply relevant first aid and wound care products, and advise on self-care practices.

Application of the Unit

This unit applies to community pharmacy employees working as pharmacy assistants. Pharmacy assistants work directly with customers, providing information on and supplying Pharmacy Medicines and unscheduled medicines for first aid and wound care. In situations where customers require referral to a pharmacist for therapeutic advice, or where the supply of Pharmacist Only Medicines or products is required, the pharmacy assistant gathers information, refers the customer on, and then supports the pharmacist by finalising the supply of medicines and products.

A person undertaking this role is required to work under the supervision of a pharmacist.

Licensing/Regulatory Information

All relevant federal, state or territory legislation, Pharmacy Board of Australia Guidelines, and established practice and quality assurance standards are to be met relating to the promotion and supply of Pharmacy Medicine (S2) and Pharmacist Only Medicines (S3).

Pre-Requisites

SIRCHCS201 Support the supply of Pharmacy Medicine and Pharmacist Only Medicines

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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|--|---|
| <p>1. Collect information regarding customer first aid and wound care needs.</p> | <p>1.1. Approach and question <i>customer</i> to establish who will be using the product.</p> <p>1.2. Confirm relevant symptoms, their duration and their severity.</p> <p>1.3. Determine customer satisfaction with <i>first aid and wound care products</i> that have been tried to relieve symptoms.</p> <p>1.4. Identify any other health conditions and medicines the customer is taking.</p> <p>1.5. Follow pharmacy <i>protocols and procedures</i> to respect and protect customer privacy.</p> |
| <p>2. Identify and respond to customer needs and requirements.</p> | <p>2.1. Assess customer information and determine <i>response</i>.</p> <p>2.2. Act on <i>triggers for referral to a pharmacist</i>.</p> <p>2.3. Select and suggest Pharmacy Medicine or unscheduled medicines and products where suited to customer first aid and wound care needs.</p> <p>2.4. Follow pharmacy procedures relating to conditions of supply of first aid and wound care products.</p> |
| <p>3. Provide relevant product, self-care and lifestyle information.</p> | <p>3.1. Explain manufacturer's product information and confirm customer understanding of <i>directions for product use</i>.</p> <p>3.2. Suggest <i>companion products</i> relevant to desired health outcomes.</p> <p>3.3. Offer lifestyle and self-care advice where relevant to desired health-care outcomes.</p> <p>3.4. Access and provide relevant <i>sources of self-care information</i> to customers.</p> |
| <p>4. Maintain and build own knowledge of first aid and wound care products.</p> | <p>4.1. Locate the pharmacy range of first aid and wound care medicines and products.</p> <p>4.2. Check regularly for new additions or changes to the range.</p> |

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - interact with the customer to:
 - ask questions to identify and confirm requirements
 - provide information
 - confirm understanding
 - suggest and supply first aid and wound care products
 - refer customers to a pharmacist or other pharmacy staff
 - use language and concepts appropriate to cultural differences
 - use and interpret non-verbal communication
- learning skills to maintain currency of knowledge on the range of Pharmacy Medicines and unscheduled first aid and wound care products
- literacy skills to:
 - follow pharmacy procedures
 - interpret medication and self-care information
- planning and organisational skills to meet customer service timelines
- problem-solving skills to assess and respond to customer information
- teamwork skills to operate as part of a team and provide relevant information to a pharmacist and other pharmacy staff as required
- technical skills to:
 - select appropriate bandages, dressings, strapping and supports
 - demonstrate procedures for applying bandages, dressings, strapping and supports
 - demonstrate procedures for using relevant aids and equipment that may assist customers requiring first aid and wound care medicines
- technology skills to access and use information systems required by the role

Required knowledge

- aids and equipment that may be of assistance to customers requiring first aid and wound care products
- appropriate product terminology
- common risk factors that can contribute to sustaining injuries and wounds and related lifestyle and self-care information
- common types of injuries encountered in pharmacies, including:
 - sprains
 - breaks
 - bruising
 - infection
- personal role boundaries, responsibilities and circumstance under which referral to a

- pharmacist or other pharmacy staff is required
- pharmacy protocols and procedures relating to the supply of first aid and wound care products, including:
 - collecting required information from customers
 - collecting and supplying information to an agent acting on behalf of a customer
 - identifying and acting on a referral to a pharmacist
 - identifying and supplying relevant first aid and wound care medicines, products, information, aids and equipment to meet customer needs
 - respecting and protecting customer privacy
 - pharmacy range and locations of Pharmacy Medicines, Pharmacist Only Medicines and unscheduled medicines and products used for first aid and wound care and basic understanding of their application for injury conditions and modes of action
 - skin structure, the healing process and advantages of moist wound healing
 - types of wounds encountered in pharmacies, including:
 - acute wounds
 - chronic wounds

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- collect information from and inform customers, in ways appropriate to their needs
- follow pharmacy protocols and procedures for identifying and acting on triggers for referral to a pharmacist
- demonstrate appropriate techniques to confirm customer understanding of directions for product use and ongoing self-care of wounds or injuries
- apply knowledge of common wounds, injuries and the pharmacy range to suggest and supply suitable first aid and wound care medicines, aids and equipment
- apply pharmacy protocols and procedures relating to conditions of supply for first aid and wound care medicines and products.

Context of and specific resources for assessment

Assessment must ensure that competency is:

- observed by the assessor or the technical expert working in partnership with the assessor as described in the assessment guidelines
- demonstrated across a range of customers over sufficient time to include handling of a range of contingencies
- demonstrated in a real or simulated pharmacy workplace environment, which may include customer interruptions and involvement in other related activities normally expected in the pharmacy.

Assessment must ensure access to:

- a range of real or simulated customers with different requirements
- a range of Pharmacy Medicines, unscheduled items and companion products used to treat and support customers with injuries and wounds
- pharmacy protocols and procedures
- relevant documentation, such as:
 - first aid and wound care product information
 - self-care advice.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are

appropriate for this unit:

- observation of the candidate in the workplace:
 - applying pharmacy protocols and procedures
 - seeking information to establish customer requirements
 - recommending and supplying medicines and products for first aid and wound care, to a range of customers
 - acting on situations or requests that indicate the need to refer customers to a pharmacist or a more senior colleague
- written or oral questions appropriate to the language and literacy level of the learner to test relevant underpinning knowledge
- role plays to confirm communication skills to meet diverse customer requirements
- review of portfolios of evidence and third-party workplace reports of on-the-job performance.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- SIRXSLS201 Sell products and services.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Customer may include people:

- from a range of social, cultural and ethnic backgrounds and with varying mental and physical abilities
- visiting the pharmacy, contacting the pharmacy by phone, or in their own home
- with special needs, such as:
 - the elderly
 - infants
- who are:
 - drug or alcohol affected
 - emotionally unstable
 - mentally unstable
 - physically unwell.

First aid and wound care products may include:

- dressings, strapping, bandages and supports
- surgical implements
- antiseptic, skin healing and care products
- aids and equipment, e.g. protective devices and mobility aids
- unscheduled medicines
- Pharmacy Medicines
- products in various forms, including:
 - liquids, sprays and gels
 - adhesive and non-adhesive pads and patches
 - creams and ointments
 - pastes.

Protocols and procedures may include:

- interacting with the customer to establish:
 - who the product or service is for
 - symptoms
 - duration of symptoms
 - other existing health conditions
- assessing:
 - customer responses to questions
 - own confidence that the product or service requested by the customer or envisaged by the pharmacy assistant is right for the customer's symptoms.

Response may include:

- referral to:

- a more experienced team member
 - a pharmacist
 - recommending medicine or products.
- Triggers for referral to a pharmacist*** may include:
- customer who is:
 - a child under 2
 - an aged person
 - pregnant or breastfeeding
 - taking other medicines
 - customer who has:
 - had the complaint for some time
 - other health conditions, such as asthma, diabetes and high blood pressure
 - used the product before but is not satisfied with its efficacy
 - requested for a large quantity
 - 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.
- Directions for product use*** may include:
- how to use wound care products and medicines correctly
 - how often to change dressings
 - most common and important adverse effects
 - other lifestyle or management tips for the condition
 - to contact the pharmacy if the product or medicine does not help or the symptoms persist.
- Companion products*** may include:
- vitamins and supplements
 - complementary medicines
 - aids and equipment.
- Sources of self-care information*** may include:
- customer self-care cards
 - health-care fact sheets
 - pharmacy or supplier product leaflets, brochures and manuals
 - product support material, such as:
 - booklets
 - reputable internet resources.

Unit Sector(s)

Community Pharmacy

Competency field

Pharmacy Product Knowledge