



Australian Government

Department of Education, Employment and Workplace Relations

SIRPDIS006A Assist in preparing extemporaneous prescriptions

Revision Number: 1

SIRPDIS006A Assist in preparing extemporaneous prescriptions

Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers skills and knowledge required to assist a pharmacist to measure ingredients and prepare basic mixes to fill extemporaneous prescriptions.

Application of the Unit

Application of the unit This unit applies to community pharmacy employees working as dispensary assistants. Work is carried out under direction of a pharmacist. The role of dispensary assistants in assisting in the preparation of extemporaneous prescriptions is regulated by the state or territory pharmacy board. This unit should only be selected in states and territories that recognise a role for dispensary assistants in assisting a pharmacist with this activity.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units SIRPPKS001A Support the sale of pharmacy and pharmacist-only medicines
SIRPDIS003A Assist in dispensary operations

Employability Skills Information

Employability skills The required outcomes described in this unit contain applicable facets of employability skills. The Employability Skills Summary of the qualification in which this unit is packaged will assist in identifying employability skills requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency. Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare to measure and mix ingredients.	<ul style="list-style-type: none">1.1 Identify <i>scope and boundaries of roles and responsibilities</i> of dispensary assistants and pharmacists in the preparation of extemporaneous prescriptions.1.2 Read and interpret <i>common terms and abbreviations used in prescription writing</i>.1.3 Identify worksheet documentation for <i>compounded products</i>.1.4 Confirm that compounding work area is clean and ready for use.1.5 Confirm that <i>measuring and mixing equipment</i> is appropriate for the task and <i>ready for use</i>.1.6 Select and fit appropriate <i>personal protective clothing and equipment</i>.

ELEMENT	PERFORMANCE CRITERIA
	1.7 Follow <i>personal hygiene procedures</i> in preparation for handling materials.
2 Collect and measure required ingredients.	2.1 Identify ingredient requirements specified by the worksheet. 2.2 Locate and collect raw materials. 2.3 Measure ingredient quantities to meet worksheet requirements.
3 Prepare compounded products.	3.1 <i>Prepare ingredients</i> as required to meet worksheet requirements. 3.2 Combine ingredients as required to meet worksheet requirements. 3.3 Inspect prepared product to confirm product quality. 3.4 Confirm labelling and advice requirements with pharmacist and prepare labels. 3.5 Collect dispensing containers as specified by pharmacist. 3.6 Attach labels and other relevant cautionary and advisory advice to containers as directed. 3.7 Transfer final product to labelled containers. 3.8 Supply completed compound items, prescription and worksheet to a pharmacist for verification. 3.9 <i>Check worksheet calculations</i> and alert a pharmacist to any discrepancies.
4 Maintain the compounding materials and work area.	4.1 Return unused ingredients to storage and adjust stock records as required. 4.2 Monitor <i>storage conditions</i> to ensure product integrity is maintained. 4.3 Dispose of waste according to environmental requirements and pharmacy <i>waste management</i> procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

The following skills must be assessed as part of this unit:

- apply literacy skills to read and interpret prescription information, record worksheet information and prepare labels in plain English
- apply numeracy skills to follow pharmaceutical numerical conventions when recording quantities and units of measurement
- demonstrate accurate use of measuring instrumentation
- demonstrate use of appropriate mixing equipment and techniques
- demonstrate procedures for packaging and labelling extemporaneous prescription items consistent with protocols and procedures
- demonstrate procedures to safely dispose of waste
- plan and organise work to meet compounding workflow requirements.

The following knowledge must be assessed as part of this unit:

- pharmacy policies, protocols and procedures relating to assisting a pharmacist in the preparation of extemporaneous prescription medicines
- role boundaries and responsibilities of the pharmacy assistant in assisting a pharmacist with compounding activities
- OHS information and procedures:
 - OHS hazards and risks associated with materials and processes used
 - OHS information, such as chemical hazard codes and symbols
 - location and purpose of Material Safety Data Sheets
- sources of information on pharmacopoeia names and common terms and abbreviations used in writing prescriptions
- compounding work area equipment and layout
- care and storage requirements for compounding equipment
- equipment calibration schedules and responsibilities and procedures for checking calibration
- cleaning methods and procedures:
 - for use with water-based ingredients
 - for use with oil-based ingredients
 - for disinfecting equipment and surfaces
- hazards and control methods associated with cross-contamination
- housekeeping checklist and responsibilities
- storage conditions for ingredients pre- and post-compounding

REQUIRED SKILLS AND KNOWLEDGE

- raw material characteristics, including:
 - quality or grades
 - forms
 - strengths
- common terms and abbreviations used in writing prescriptions
- methods to accurately measure liquids, including accurate reading of meniscus
- procedures to determine cost of compounded products
- properties and characteristics of ointments, creams, gels and pastes
- mixing techniques to achieve even distribution of ingredients, including levigation
- procedures used to protect safety of self and of product.
- quality characteristics and inspection methods to confirm quality of final product.

Evidence Guide

EVIDENCE GUIDE

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

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

Evidence of the following is essential:

- applies pharmacy protocols and procedures when assisting with preparation of extemporaneous prescriptions, including:
 - reading and interpreting compounding worksheets and any additional pharmacist directions
 - selecting required equipment and preparing it for use
 - selecting measuring instrumentation appropriate to the volumes required
 - measuring ingredients accurately
 - mixing ingredients
 - confirming quality requirements are met
 - filling compounded product into dispensary containers and preparing and attaching labels and relevant cautionary advice
 - recording prescription information using appropriate pharmacopoeia name or active

EVIDENCE GUIDE

ingredient and quantity

- checking worksheet calculations and product costings
- communicates effectively with a pharmacist to meet compounding requirements
- applies OHS and personal hygiene practices
- follows procedures for handling and storage of dispensary materials
- maintains housekeeping standards in the compounding area and handle and dispose of waste according to environmental and waste handling procedures
- plans and carries out work to meet compounding workflow requirements.

Context of and specific resources for assessment

Assessment must ensure:

- demonstration of compounding activities over sufficient time to demonstrate handling of a range of contingencies
- capacity to prepare a range of simple mixes, e.g. solution and suspension
- performance is observed by the assessor or the technical expert working in partnership with the assessor.
- a real workplace environment that meets Pharmacy Board and relevant industry standards for dispensary layout and equipment requirements for pharmacies engaged in supplying extemporaneous prescriptions
- access to relevant pharmacy protocols and procedures
- access to state and territory legislation and guidelines where appropriate
- access to dispensary record-keeping systems
- access to relevant documentation, such as:
 - prescriptions (real or simulated)
 - compounding worksheets
- access to raw materials or ingredients and storage areas
- access to cleaning and disinfecting materials and equipment
- access to OHS clothing and equipment.

EVIDENCE GUIDE

Methods of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- a qualified workplace assessor or a technical expert working in partnership with the assessor to observe the dispensary assistant performing a range of compounding activities
- written or verbal questioning to assess knowledge and understanding
- evidence that completion of workplace documentation and records relevant to compounding operations is timely and accurate.

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

- SIRPDIS004A Assist in dispensary stock control

Assessing employability skills

Employability skills are integral to effective performance in the workplace and are broadly consistent across industry sectors. How these skills are applied varies between occupations and qualifications due to the different work functions and contexts.

Employability skills embedded in this unit should be assessed holistically in the context of the job role and with other relevant units that make up the skill set or qualification.

Range Statement

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 in the performance criteria is detailed below.

Assisting in preparing extemporaneous prescriptions

- federal and state or territory legislation
- industry codes of practice, standards and guidelines
- community pharmacy policies, protocols and

RANGE STATEMENT

must comply with:

procedures relating to assisting a pharmacist in preparation of extemporaneous prescriptions.

Scope and boundaries of roles and responsibilities must comply with:

This must be consistent with federal and state or territory legislation and regulations. The legal boundaries of dispensary assistant job roles will vary according to state and territory requirements. Roles will also reflect the business model, policies, protocols and procedures of the community pharmacy.

Common abbreviations used in prescription writing refers to:

Abbreviations as detailed in the Australian Pharmaceutical Formulary and Handbook (APF), Pharmaceutical Society of Australia; and in the British Pharmacopoeia (BP), Royal Pharmaceutical Society of Great Britain.

Compounded products prepared to supply extemporaneous prescriptions are one-off items produced for a specific patient and may include:

- dermatological preparations (simple creams)
- APF or BP formulations for both adults and children
- reconstituted products
- combined proprietary products
- modified formulations, e.g. to remove colours or preservatives.

Measuring and mixing equipment may include:

- volumetric containers, e.g. beakers and measuring cylinders
- syringes
- spatulas and mixing rods
- mixing slabs
- mortar and pestle
- tweezers
- heating equipment

RANGE STATEMENT

- Ready for use*** may include:
- clean and may also be sanitised
 - no cracks, damaged surfaces or other visible damage
 - calibrated according to calibration schedule (refrigeration, weighing and measuring equipment)
 - tared (scales).
- Personal protective clothing and equipment*** may include:
- gloves
 - safety glasses or goggles
 - hairnets
 - face masks
 - lab coats
 - appropriate footwear (closed, not open).
- Personal hygiene procedures*** may include:
- wash hands before and after compounding
 - tie back hair or use a hairnet
 - never eat or drink in the compounding work area
 - never store food next to ingredients used in compounding
 - do not wear jewellery or cosmetics, such as hand moisturiser or nail polish.
- Prepare ingredients*** may include:
- grinding or milling to reduce particle size
 - heating
- Checking worksheet calculations:***
- Responsibility for worksheet calculations rests with a pharmacist. The dispensary assistant may assist a pharmacist by double-checking calculations.
- Storage conditions*** may include:
- storage locations that protect product from light, humidity and heat
 - temperature-controlled storage
 - clearly displayed expiry dates on stock
 - containers that are tightly sealed.

RANGE STATEMENT

Waste management may include:

- sorting waste according to waste disposal requirements, e.g. placing sharps in designated container
- disposing of materials that could be hazardous to the environment according to procedure
- using spill control procedures as required.

Unit Sector(s)

Sector Community Pharmacy

Competency field

Competency field Dispensary