



Australian Government

HLTPHA001 Maintain pharmaceutical imprest stock

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Minimal changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency. Significant changes to knowledge evidence.

Application

This unit describes the skills and knowledge required to monitor and respond to imprest stock requirements, including selection, dispatch and documentation activities.

This unit applies to pharmacy assistants and technicians working under the supervision of a pharmacist.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1. Monitor imprest stock against requirements

- 1.1 Establish needs to replenish stock and determine quantity from specified minimum and maximum levels
- 1.2 Use appropriate technology to complete stock checks and generate picking lists of requisition items
- 1.3 Check that requisition lists comply with operating procedures and department requirements
- 1.4 Identify and report deviations to an authorised person according to scope of own job role

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

2. Select and dispatch stock

2.1 Obtain clearance for orders from authorised person

2.2 Select requisitioned products and place into appropriate delivery containers

2.3 Interpret information in pharmacy management systems, complete accurate transactions and generate packing slip

2.4 Store and pack completed requisitions within the pharmacy prior to delivery

2.5 Deliver stock to designated areas

2.6 Check and confirm accuracy of stock placement

2.7 Store stock according to manufacturers' recommended storage conditions

2.8 Ensure an authorised person verifies, checks and signs for medicines on receipt where required

3. Complete documentation process

3.1 Complete and file documentation according to required procedures

3.2 Collate medicines usage information and record statistics for authorised person

3.3 Update imprest lists, based on stock usage and medicines inventory changes in liaison with relevant staff

3.4 Report changes to stock usage that may impact on stock control to an authorised person

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

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=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTPHA001 Maintain pharmaceutical imprest stock

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- monitored imprest stock according to workplace procedures on at least 10 occasions and completed associated selection, dispatch and documentation requirements
- identified issues outside scope of own practice and referred to the authorised person

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical requirements (national, state/territory) for imprest stock monitoring, and how these are applied in organisations, including:
 - codes of conduct
 - duty of care (and implications of negligence)
 - privacy, confidentiality and disclosure
 - records management
 - rights and responsibilities of workers, employers and clients
 - specific legislation:
 - medicines and their use
 - the practice of pharmacy

- different schedules of medicines and pharmaceutical products
- work role boundaries – responsibilities and limitations
- work health and safety
- key information in standard pharmaceutical references and their use by pharmacy assistants, including:
 - *Australian pharmaceutical formulary and handbook* (APF)
 - MIMs
 - *Australian medicines handbook* (AMH)
 - Micromedex
- proprietary and generic names of pharmaceutical products and the differences between them
- principles and procedures for imprest stock control
- features of pharmaceutical data management systems
- purpose of batch numbering and expiry dates on pharmaceutical products

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - pharmaceutical stock management procedures
 - pharmacy imprest system
 - pharmaceutical products
- modelling of industry operating conditions, including presence of time constraints for activities

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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