



Australian Government

HLTPHA002 Pack pharmaceutical products

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 package or pre-package pharmaceutical products, including the repackaging of medicines according to Pharmacy Board of Australia's *Guidelines on specialised supply* arrangements, national guidelines and legislation on the filling of dose administration containers.

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. Prepare for packaging

1.1 Comply with dress code, safety requirements and personal hygiene procedures prior to entering the packaging area

1.2 Obtain packaging documentation, work sheet and interpret instructions from authorised person and according to packaging specifications

1.3 Clean and prepare work area according to pre-determined work sheet or equivalent

1.4 Identify, clean, prepare and set packaging equipment

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

- 1.5 Identify and report discrepancies in equipment functioning and take corrective action according to the instructions of an authorised person
- 1.6 Obtain appropriate and sufficient packaging materials according to stock issuing procedures
- 1.7 Obtain approved medicine
- 1.8 Prepare and check labels according to work sheet and legal requirements
- 1.9 Submit work sheet and labels to pharmacist for approval

2. Pack products

- 2.1 Operate packaging equipment to pack products
- 2.2 Label container/units according to labelling specifications on the work sheet
- 2.3 Apply in-process controls and record results accurately
- 2.4 Report deviations to authorised person and take corrective action according to instructions from an authorised person

3. Conduct quality control

- 3.1 Obtain approval from authorised person at designated points in the packaging process according to work sheet
- 3.2 Obtain relevant quality control documentation and check product specifications according to work sheet
- 3.3 Reconcile and verify packaging materials under supervision of an authorised person
- 3.4 Submit sample

4. Complete packaging process

- 4.1 Reconcile number of labels printed with number used and report discrepancies to the pharmacist
- 4.2 Alert authorised person of excess materials
- 4.3 Complete batch documentation and forward according to standard operating procedures

ELEMENT

Elements define the essential outcomes

PERFORMANCE CRITERIA

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

4.4 Obtain final approval from the pharmacist before releasing packed medicines/product to storage areas

4.5 Clean equipment according to manufacturer instructions

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>