



Australian Government

HLTPHA003 Assist with dispensing of prescriptions and medication orders

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 accept and check the validity of prescriptions and medication orders, and assist the pharmacist by preparing labels, assembling products and completing documentation.

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. Accept order for dispensing

- 1.1 Receive prescription or medication order and complete and confirm client details
- 1.2 Identify the prescriber and initiating source for the purpose of costing and data entry
- 1.3 Read documentation to confirm the legality, validity and completeness of the prescription or medication order
- 1.4 Identify if client is eligible to access the medicine through the Pharmaceutical Benefits Scheme (PBS)

ELEMENT**PERFORMANCE CRITERIA**

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

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| | 1.5 Identify and report discrepancies to pharmacist |
| | 1.6 Provide information to client about dispensing expectations in terms of time and cost as required |
| 2. Ensure clinical evaluation by pharmacist | 2.1 Refer prescription or medication order to pharmacist for clinical evaluation |
| | 2.2 Confirm pharmacist has completed a clinical evaluation before filling the order |
| | 2.3 Complete required documentation prior to dispensing |
| 3. Prepare for labelling of medicines | 3.1 Enter dispensing data into the pharmacy system and check accuracy against documentation |
| | 3.2 Generate label, and cautionary and advisory labels to meet legal and regulatory requirements |
| | 3.3 Follow procedures to deal with contraventions of law |
| | 3.4 Check information on labels for accuracy and clarity against dispensing requirements |
| | 3.5 Alert the pharmacist to any relevant warnings from the pharmacy system |
| 4. Assemble items | 4.1 Interpret prescription or medication order requirements and refer to pharmacist where details or quantities are unclear |
| | 4.2 Select prescribed products in the correct quantities of each item, according to prescription or medication order, ensuring expiry date is appropriate |
| | 4.3 Use barcode scanning technology during the dispensing process according to Pharmacy Board of Australia <i>Guidelines for dispensing medicines</i> |
| | 4.4 Package and label correct quantities into a suitable container with correct and clear labelling |
| | 4.5 Check packed item for accuracy and visibility of expiry date |

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

4.6 Mark order with the quantity supplied, signature and date

4.7 Self check work to ensure accuracy of assembled items

4.8 Assemble items for an easy and complete check by the pharmacist

5. Finalise dispensing of medicine

5.1 Verify that prescription or medication order is checked and signed by the pharmacist

5.2 Complete accurate final documentation

5.3 Record relevant information and statistics according to workplace requirements

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>