



Australian Government

Assessment Requirements for HLTPHA010 Maintain pharmaceutical imprest stock

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- monitor imprest stock according to workplace procedures on at least 10 occasions complete associated selection, dispatch and documentation requirements
- identify issues outside scope of own practice and refer to an authorised person
- perform the activities outlined in the performance criteria of this unit during a period of at least 240 hours of work related to hospital or health services pharmacy support in a clinical workplace environment. These 240 hours may be applied collectively across all units of competency that include the requirement for workplace hours for the purposes of assessment.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- National and State or Territory legal and ethical requirements 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 patients
 - specific legislation:
 - medications and their use
 - the practice of pharmacy
 - different schedules of medications and pharmaceutical products
 - work role boundaries including 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)
 - Monthly Index of Medical Specialities (MIMS) or AusDI Advanced
 - Australian Medicines Handbook (AMH)

- Micromedex
- understand the principles of safe medication storage to reduce the risk of selection errors
- maintenance of the cold chain
- 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 be demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace.

Assessment must ensure access to:

- 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
- authorised person with whom to consult.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>