



Australian Government

HLTPHA010 Maintain pharmaceutical imprest stock

Release: 1

HLTPHA010 Maintain pharmaceutical imprest stock

Modification History

Not applicable.

Application

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

This unit applies to hospital or health services pharmacy assistants and technicians working under the supervision of an authorised person.

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

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Pharmacy

Unit Sector

Health

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Monitor imprest stock against requirements.

PERFORMANCE CRITERIA

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

- 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 as required.
- 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.

2. Select and dispatch stock.
 - 2.1. Apply the principles of safe medication storage to reduce the risk of selection errors.
 - 2.2. Obtain clearance for orders from an authorised person where required.
 - 2.3. Select requisitioned products and place into appropriate delivery containers.
 - 2.4. Interpret information in pharmacy management systems, complete accurate transactions and generate packing slip.
 - 2.5. Store and pack completed requisitions within the pharmacy prior to delivery ensuring all labelling requirements are met.
 - 2.6. Deliver stock to designated areas.
 - 2.7. Ensure stock is rotated and within the expiration date.
 - 2.8. Store and pack stock according to manufacturers' recommended storage conditions including temperature and light sensitive medication.
 - 2.9. Download and read temperature monitor information and take appropriate action if outside of recommended range.
 - 2.10. Ensure an authorised person verifies, checks and signs for medication on receipt where required.
3. Complete documentation process.
 - 3.1. Complete and file documentation according to required procedures.
 - 3.2. Collate medication usage information and record statistics for authorised person.
 - 3.3. Update imprest lists based on stock usage and medication inventory changes following consultation with relevant staff.
 - 3.4. Report changes to stock usage that may impact on stock control to an authorised person.

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Supersedes and is not equivalent to HLTPHA001 Maintain pharmaceutical imprest stock.

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 HLTPHA010 Maintain pharmaceutical imprest stock

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

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