



Australian Government

SIRCCPM001 Assist in managing Pharmacy Medicines and Pharmacist Only Medicines

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to support the management of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3). It requires the ability to implement predetermined pharmacy systems and procedures for supplying, monitoring and maintaining compliant locations and responding to changes in scheduling classifications.

This unit applies to senior pharmacy and dispensary assistants working in community pharmacies. When supporting the management of Pharmacy Medicines and Pharmacist Only Medicines they work under the direct supervision of a pharmacist. In this context, they lead and guide other team members.

This unit incorporates the requirement for pharmacy and dispensary assistants to comply with federal, state and territory law and Pharmacy Board of Australia Guidelines for supplying scheduled Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3). At the time of publication they are not, however, required to hold an occupational licence or to be certified as competent in this unit to supply scheduled medicines.

Pre-requisite Unit

SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

Competency Field

Community Pharmacy Management

Unit Sector

Community Pharmacy

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Implement systems for supplying Pharmacy Medicines and

PERFORMANCE CRITERIA

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

- 1.1. Access and interpret pharmacy system procedures and documents for managing the supply of S2 and

Pharmacist Only Medicines.	S3 medicines.
	1.2. Make all current pharmacist-approved procedures readily accessible to staff.
	1.3. Explain systems and procedures and confirm understanding.
	1.4. Monitor staff adherence to systems and procedures and promptly resolve non-compliance issues.
	1.5. Identify pharmacy procedures for initial and ongoing training and make arrangements for fulfilling training requirements.
	1.6. Participate in updating procedures for supplying S2 and S3 medicines.
2. Maintain compliance with positioning and storage requirements.	2.1. Monitor location of S2 and S3 medicines to meet scheduling requirements.
	2.2. Identify potential non-compliant locations and report to pharmacist.
	2.3. Obtain approval from pharmacist and adjust locations.
3. Respond to changes in scheduling of Pharmacy Medicines and Pharmacist Only Medicines.	3.1. Access and interpret information on introduction of new S2 and S3 medicines and changes to schedule classification.
	3.2. Confirm understanding of changes through discussion with pharmacist and take instructions for required planning and action.
	3.3. Relocate S2 and S3 medicines to meet new scheduling requirements.
	3.4. Make new information available to staff, clearly explain requirements and confirm understanding.
	3.5. Identify and act on flow on effects for updating procedures, training, and lists of consumer information sources.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Technology skills to:

- use online information systems to search for scheduling information.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRCCPM001 Assist in managing Pharmacy Medicines and Pharmacist Only Medicines

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:

- explain all aspects of systems and procedures for managing the supply of Pharmacy Medicines and Pharmacist Only Medicines
- over a two month period, monitor location of Pharmacy Medicines and Pharmacist Only Medicines, identify non-compliant medicine locations, report to pharmacist and make adjustments
- demonstrate correct procedures to respond to a change in scheduling classification:
 - required actions for relocation
 - staff updating.

Knowledge Evidence

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

- role boundaries and responsibilities of pharmacy assistants and pharmacists in managing the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- role of the Pharmacy Board of Australia in setting standards for the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- role and aspects of pharmacy quality programs that assist in managing the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- for the organisation:
 - designated areas for product placement of S2 items
 - designated areas for storage areas for S3 items
 - staff training requirements and options to support understanding of:
 - new medicines
 - medicines that are down or up scheduled
- organisational systems and procedures for managing the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3):
 - monitoring correct location of S2 and S3 scheduled items
 - maintaining shelf facings
 - monitoring staff adherence to procedures

- response to changes in scheduling classification and introduction of newly scheduled medicines
- sources of information on changes in scheduling and the types of information provided by each:
 - Therapeutic Goods Administration (TGA)
 - Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP)
 - industry association websites and professional publications
 - Pharmacy Board of Australia.

Assessment Conditions

Skills must be demonstrated in a pharmacy with designated front of pharmacy and dispensary areas. This can be:

- an industry workplace
- a simulated industry environment.

Assessment must ensure use of:

- information technology hardware and software
- online information systems
- pharmacy display and storage locations, shelf facings and signage for Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- a diverse commercial product range of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- current plain English guidelines issued by regulatory and industry bodies covering:
 - current scheduling requirements
 - changes to scheduling requirements
- organisational system documents and procedures for managing the supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3)
- team members with whom the individual can interact; these can be:
 - staff in an industry workplace; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisation's requirements for assessors, and:

- have worked in the pharmacy sector for at least two years.

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