



Australian Government

SIRCDIS003 Assist in dispensing prescriptions

Release: 1

SIRCDIS003 Assist in dispensing prescriptions

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assist pharmacists with the preparation of prescription medicines. It requires the ability to check patient and prescription details; operate a computerised dispensing system; and select, label and despatch medicines from the dispensary after a pharmacist has checked all details.

This unit applies to dispensary assistants working in community pharmacies. When dispensing prescribed medications they work under the direct supervision of a pharmacist and their role is limited to those dispensing functions that do not require them to exercise professional pharmaceutical judgement or discretion.

This unit incorporates the requirement for pharmacy 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 dispense scheduled medicines.

Pre-requisite Unit

SIRCDIS001 Assist customers with prescriptions

SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines

Competency Field

Dispensary

Unit Sector

Community Pharmacy

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Check prescription details.

PERFORMANCE CRITERIA

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

- 1.1. Follow organisational procedures for dispensing prescription medicines throughout dispensing process.
- 1.2. Accept and action in a logical and time-efficient

- sequence to serve customers effectively.
- 1.3. Check prescriptions for legality, validity and completeness.
 - 1.4. Refer incomplete or invalid prescriptions to pharmacist for action with clear information about any discrepancies.
 - 1.5. Identify situations requiring pharmacist clarification and ask questions to obtain instruction.
2. Record prescription information.
 - 2.1. Enter patient, prescription and entitlement details from original prescription into dispensary computer system.
 - 2.2. Check electronic data entry for match to patient and prescription details.
 - 2.3. Recognise dispensary system alerts of medication and patient issues and refer to pharmacist for resolution.
 - 2.4. Use computer software to select and record brand changes.
 - 2.5. Accurately enter prescriber's specific directions for medication label.
 - 2.6. Generate one printed label for each pack, repeat authorisations and Consumer Medicine Information (CMI).
 3. Select and label prescribed medications.
 - 3.1. Use original prescription to accurately select medications manually or robotically and to check medication form, strength and quantity.
 - 3.2. Check printed label for directions for use, drug strength and quantity against original prescription and correct identified errors.
 - 3.3. Apply printed labels and appropriate cautionary and advisory labels to each pack.
 - 3.4. Ensure pharmacy labels do not obscure important information on manufacturer label.
 4. Assemble prescribed medications and finalise documentation.
 - 4.1. Assemble prescribed medicines with all relevant documentation and counselling aids.
 - 4.2. Present dispensed items and prescription to pharmacist for verification.
 - 4.3. Place in a container that leaves all items visible.
 - 4.4. Place container in pharmacy-designated private collection location for return of prescription medication to customer.

Foundation Skills

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=ca051b1b-5101-4ec2-ac1c-49699303188d>

Assessment Requirements for SIRCDIS003 Assist in dispensing prescriptions

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 across a forty hour work period:

- assist in dispensing varied prescription types, both original and repeat, for different forms of medications both original and generic
- assist in dispensing prescriptions for each of these customer types:
 - general customers
 - concessional customers
 - Repatriation Pharmaceutical Benefits Scheme (RPBS) customers.

Knowledge Evidence

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

- role boundaries and responsibilities of dispensary assistants and pharmacists in dispensing prescriptions
- basic aspects of industry and regulatory guidelines for dispensing prescription medicines:
 - Pharmaceutical Society of Australia's Professional Practice Standards – provisions relevant to dispensing
 - Pharmacy Board of Australia Guidelines for Dispensing of Medicines
- basic aspects of these key legal product labelling requirements:
 - batch numbering
 - cautionary and advisory information
 - expiry dates
 - product names
- organisational procedures for dispensing prescription medicines:
 - accessing and maintaining security of the dispensary area
 - validation of prescription content
 - checks required for repeat prescriptions, including those generated by a different pharmacy
 - requirements for pharmacist checks of dispensing activities
 - pricing of dispensed prescription items for concessional and non-concessional supply
 - maintaining privacy and confidentiality of customer information

- housekeeping
- private prescription pricing guidelines for:
 - items not subsidised by Pharmaceutical Benefits Scheme (PBS)
 - quantity not subsidised by Pharmaceutical Benefits Scheme (PBS)
 - repeats not subsidised by Pharmaceutical Benefits Scheme (PBS)
 - medicines that do not count towards the safety net
 - prescription written for a person without a Medicare card including overseas visitors
 - co-payment discounted prescriptions
- key terminology, jargon and common abbreviations relevant to dispensing prescriptions:
 - conventions used in prescription writing
 - dose forms
 - instructions for the use of medicines
 - medical terminology found on prescriptions
- major drug groups and their expected effects on the body
- a range of formats for, use and contents of:
 - cautionary and advisory medicine labels
 - customer medicine labels with directions for use
- dispensary layout:
 - sequential positioning of medications along shelves
 - location of controlled substances under specific storage conditions
 - grouping of Pharmacist Only Medicines (S3)
 - refrigeration
- features and functions of community pharmacy:
 - dispensary software
 - bar coding equipment.

Assessment Conditions

Skills must be demonstrated in a pharmacy with a designated operational dispensary area. This must be in an industry workplace, which meets Pharmacy Board of Australia and relevant industry standards for dispensary operations.

Assessment must ensure use of:

- information technology hardware and software
- dispensary software currently used by the community pharmacy industry
- pharmacy storage locations, shelf facings and signage for dispensary medicines
- a diverse commercial product range of medicines
- a diverse range of real or fictitious, valid and fully completed prescription types:
 - Pharmaceutical Benefits Scheme (PBS):
 - authority
 - concession

- general
- private
- Repatriation Pharmaceutical Benefits Scheme (RPBS)
- cautionary and advisory medicine labels
- pharmacy medicine labels to insert customer details and directions for use
- current guidelines, directives and standards, issued by government regulators or industry groups, for dispensing prescription medicines to include:
 - Pharmaceutical Society of Australia's Professional Practice Standards – provisions relevant to dispensing
 - Pharmacy Board of Australia Guidelines for Dispensing of Medicines
- organisational procedures for dispensing prescription medicines
- customers with whom the individual can interact
- pharmacists with whom the individual can interact.

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.

Links

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