



Australian Government

SIRCDIS005 Assist in preparing extemporaneous prescriptions

Release: 1

SIRCDIS005 Assist in preparing extemporaneous prescriptions

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assist pharmacists to prepare ingredients and non-sterile extemporaneous pharmaceutical products from fixed formulas.

This unit applies to senior dispensary assistants working in community pharmacies. When preparing extemporaneous prescriptions, they work under the direct supervision of a pharmacist and their role is limited to those compounding 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

SIRCDIS003 Assist in dispensing 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. Prepare for compounding process.

PERFORMANCE CRITERIA

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

- 1.1. Follow organisational procedures for preparing extemporaneous prescriptions throughout compounding process.

- 1.2. Obtain and interpret compounding worksheet and seek additional direction from pharmacist when clarification needed.
 - 1.3. Clean compounding work area to avoid spoilage of pharmaceutical products.
 - 1.4. Maintain personal hygiene, handle ingredients, equipment and containers hygienically throughout compounding process to avoid contamination.
 - 1.5. Select measuring and mixing equipment of correct type and size for the task.
 - 1.6. Safely assemble, ensure cleanliness and check calibration of equipment before use.
 - 1.7. Select and use personal protective equipment to avoid personal injury during the compounding process.
2. Select and measure ingredients.
 - 2.1. Identify and select required ingredients specified in compounding worksheet.
 - 2.2. Sort and safely assemble raw materials according to sequence of compounding processes.
 - 2.3. Measure ingredient quantities according to worksheet specifications.
3. Prepare compounded products.
 - 3.1. Prepare ingredients by grinding, milling or heating according to worksheet specifications.
 - 3.2. Combine ingredients according to worksheet specifications.
 - 3.3. Inspect compounded product to confirm quality and adjust according to individual responsibility or refer to pharmacist.
 - 3.4. Confirm labelling requirements with pharmacist and prepare accurate and complete labels.
 - 3.5. Select dispensing containers specified by pharmacist.
 - 3.6. Attach medication, cautionary and advisory labels to containers as directed.
 - 3.7. Transfer final compounded product to labelled containers.
 - 3.8. Present completed compounded items, prescription and worksheet to pharmacist for verification.
 - 3.9. Check pharmacist worksheet calculations and alert pharmacist to any discrepancies.
4. Maintain records and compounding materials.
 - 4.1. Record prescription information using appropriate pharmacopoeial name, active ingredient and quantity.
 - 4.2. Follow pharmaceutical numerical conventions when recording quantities and units of measurement.
 - 4.3. Return unused ingredients to storage and adjust stock records.
 - 4.4. Maintain inventory levels of raw materials and consumable equipment.
 - 4.5. Monitor storage conditions to ensure product integrity is

maintained.

4.6.Dispose of waste, especially hazardous substances, according to environmental requirements and organisational waste management procedures.

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.

- Reading skills to:
- interpret familiar and detailed organisational procedures.
- Numeracy skills to:
- apply pharmaceutical numerical conventions.

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 SIRCDIS005 Assist in preparing extemporaneous 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:

- interpret and follow compounding worksheets to assist in preparing each of the following types of extemporaneous prescriptions which must be of consistent quality and of varying quantities:
 - Australian Pharmaceutical Formulary and Handbook formulations for both adults and children
 - combined proprietary products
 - dermatological preparations (simple creams)
 - modified formulations to remove colours or preservatives
 - reconstituted products
- assist in preparing extemporaneous prescriptions for products in each of the following forms:
 - creams
 - drops
 - gels
 - liquids
 - ointments
 - pastes
 - powders
- use the following range of measuring and mixing equipment to prepare each of the above:
 - heating equipment
 - mixing slabs
 - mortar and pestle
 - spatulas and mixing rods
 - syringes
 - tweezers
 - volumetric containers; beakers and measuring cylinders.

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 preparing extemporaneous prescriptions
- circumstances which require and trigger referral to a pharmacist
- basic aspects of the Pharmaceutical Society of Australia's Professional Practice Standards – provisions relevant to compounding (extemporaneous dispensing)
- organisational procedures for preparing extemporaneous prescriptions:
 - validation of worksheet content and calculations
 - calibrating measuring equipment
 - requirements for pharmacist checks of compounded items
 - record keeping for compounding, prescription and stock control activities
 - cleaning and maintenance of compounding area
 - personal hygiene
 - waste disposal
- common terms and abbreviations used in prescription writing as detailed in the Australian Pharmaceutical Formulary and Handbook (APF) of the Pharmaceutical Society of Australia
- properties and characteristics of:
 - drops
 - creams
 - gels
 - liquids
 - ointments
 - pastes
 - powders
 - pharmaceutical raw materials:
 - forms
 - quality or grades
 - strengths
 - storage conditions for optimum quality
- methods to measure liquids, including accurate reading of meniscus
- mixing techniques to achieve even distribution of ingredients, including levigation
- layout of compounding and storage areas:
 - arrangement of measuring and other equipment
 - grouping and positioning of pharmaceutical raw materials
- equipment used to prepare extemporaneous prescriptions:
 - essential features and functions
 - care and storage requirements
 - calibration schedules
 - safe operational practices
- cleaning and disinfecting techniques and products used for:
 - compounding work areas and work bench surfaces

- compounding equipment
- effective cleaning of water based ingredients
- effective cleaning of oil based ingredients
- role, use and basic content of Safety Data Sheets (SDS) or plain English workplace documents or diagrams that interpret SDS content:
 - for work health and safety purposes
 - for environmental protection purposes
- workplace hazards, associated health and safety risks and safe work practices for:
 - using sharp equipment
 - handling hazardous substances; both, pharmaceutical raw materials and cleaning products
- types and correct use of personal protection equipment for preparing extemporaneous prescriptions
- the meaning of a range of chemical hazard codes and symbols
- personal hygiene practices to avoid contamination of pharmaceutical raw materials and compounded items
- environmentally sound disposal methods for hazardous waste:
 - pharmaceutical raw materials
 - cleaning products
 - pharmaceutical sharps
- features and functions of dispensary and stock control software specifically for:
 - recording extemporaneous prescription and compounding information
 - recording stock levels.

Assessment Conditions

Skills must be demonstrated in a pharmacy with a designated operational compounding area and storage facilities for pharmaceutical raw materials. This must be in an industry workplace which meets Pharmacy Board of Australia and relevant industry standards for preparing extemporaneous prescriptions.

Assessment must ensure use of:

- information technology hardware and software
- dispensary and stock control software currently used by the community pharmacy industry
- refrigerator or freezer dedicated to pharmaceuticals
- measuring and mixing equipment:
 - heating equipment
 - mixing slabs
 - mortar and pestle
 - spatulas and mixing rods
 - syringes
 - tweezers

- volumetric containers; beakers and measuring cylinders
- a range of containers:
 - air-tight containers
 - light-resistant (amber glass or high-density plastic) containers
 - moisture-proof containers
 - sealed containers for ready-to-use unit-doses
 - secure packaging including child-resistant containers
- waste disposal bags and containers for pharmaceutical waste including sharps containers
- personal protective equipment:
 - closed footwear
 - disposable gloves
 - face masks
 - hairnets
 - lab coats
 - safety glasses or goggles
- a diverse commercial product range of pharmaceutical raw materials in these forms:
 - drops
 - creams
 - gels
 - liquid
 - ointments
 - pastes
 - powders
- purified water
- cleaning and disinfecting products used for:
 - compounding work areas and work bench surfaces
 - compounding equipment
- cleaning cloths:
 - dry
 - lint-free
 - wet
- fully completed compounding worksheets for a diverse range of extemporaneous prescriptions
- cautionary and advisory medicine labels
- pharmacy medicine labels to insert customer details and directions for use
- Pharmaceutical Society of Australia's Professional Practice Standards – provisions relevant to compounding (extemporaneous dispensing)
- organisational procedures for preparing extemporaneous prescriptions
- pharmaceutical and cleaning product Safety Data Sheets (SDS) or plain English workplace documents or diagrams that interpret SDS content
- pharmacists with whom the individual can interact

- assessment activities that allow the individual to work with commercial speed, timing and productivity to complete compounding activities within nominated deadlines.

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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