



Australian Government

SIRCDIS006 Maintain dispensary stock

Release: 1

SIRCDIS006 Maintain dispensary stock

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to assist pharmacists maintain all types of dispensary stock including scheduled medicines, perishable goods and raw materials for compounding. It requires the ability to order, receive and store stock, maintain its quality and administer stock control records.

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

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

Pre-requisite Unit

Nil

Competency Field

Dispensary

Unit Sector

Community Pharmacy

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Order dispensary stock.	1.1.Follow organisational procedures for stock maintenance activities. 1.2.Identify dispensary stock maintenance requirements. 1.3.Refer to and interpret preferred supplier arrangements and confirm stock availability, cost and delivery times. 1.4.Seek direction or clarifications from pharmacist and obtain pharmacist approval for stock orders. 1.5.Place clear, unambiguous documented orders for dispensary items

- within required timelines.
- 1.6. Complete and keep accurate purchase and costing records.
2. Take delivery of dispensary stock.
- 2.1. Check incoming dispensary stock against orders and delivery documentation, and identify, record and report discrepancies.
- 2.2. Inspect items for damage, quality and use by dates and record and report findings.
- 2.3. Check cold chain items have been maintained at optimum temperature and report unacceptable quality to pharmacist.
- 2.4. Record details of incoming stock.
- 2.5. Alert pharmacist to delivery of controlled drugs.
3. Store dispensary stock.
- 3.1. Use safe manual handling techniques when moving and storing stock to avoid injury.
- 3.2. Identify dispensary product layout and store stock promptly in appropriate storage location.
- 3.3. Choose and maintain appropriate environmental conditions for storage of perishable items.
- 3.4. Ensure special dispensary items are stored according to security requirements.
4. Maintain dispensary stock.
- 4.1. Check and adjust environmental conditions of storage regularly to maintain perishable dispensary stock at optimum quality.
- 4.2. Check quality of other stock regularly and make adjustments to ensure stock protection.
- 4.3. Rotate stock for maximum use and minimum wastage.
- 4.4. Assist pharmacist to manage-out stock of branded medicines when introducing generic equivalents.
- 4.5. Monitor, calculate and maintain working stock levels in consultation with pharmacist and with consideration of Pharmaceutical Benefits Scheme (PBS) price disclosure system.
- 4.6. Organise and participate in stocktakes at appropriate intervals.
- 4.7. Produce accurate stocktake reports within designated timelines and maintain accurate stock control records.
- 4.8. Investigate, resolve and report stock losses and discrepancies.
- 4.9. Use stock control system to maintain stock control records.
5. Dispose of dispensary stock waste.
- 5.1. Sort waste and obtain pharmacist approval to reject out-of-date, damaged and excess dispensary stock.
- 5.2. Dispose of waste under pharmacist supervision, according to environmental and special waste disposal requirements.
- 5.3. Update dispensary stock records following disposal.

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 SIRCDIS006 Maintain dispensary 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:

- order and take delivery of each of these types of dispensary stock for three supply periods:
 - Prescription Only Medicine (S4)
 - branded medicines
 - bio-equivalent generic medicines
 - drops
 - insulin
 - liquids
 - ointments and creams
 - pessaries
 - suppositories
 - tablets and capsules
 - vaccines
- maintain dispensary stock in optimum condition across three supply periods
- safely dispose of the following types of dispensary waste:
 - hazardous substances
 - expired stock
 - damaged stock
 - medicines returned by customers
- participate in a stocktake
- generate each of the following stock reports over the above supply periods:
 - stock level reports
 - stock performance reports
 - stock loss reports
 - stocktake reports.

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 for maintaining dispensary stock
- organisational procedures for maintaining dispensary stock:
 - ordering dispensary stock
 - recording incoming stock
 - recording and reporting discrepancies and quality deficiencies
 - recording stock levels
 - monitoring and maintaining quality of stock
 - maintaining security of dispensary stock
 - work health and safety for stock control
 - dispensary stocktakes
 - waste handling, sorting and disposal
- organisational stock reorder cycles
- safe manual handling techniques for moving and storing dispensary stock; those for bending, lifting and carrying heavy items
- principles of stock control:
 - rotation and replenishment
 - product life cycle and maximising the use of all stock
 - managing out stock of branded medicines when introducing generic equivalents
 - checking for slow moving items
 - financial implications of stock level control
- sources of product and supplier information
- sources of information on negotiated cost of supply, contractual arrangements and preferred supplier arrangements
- Pharmaceutical Benefits Scheme (PBS) price disclosure system, and how this impacts on stock management
 - when scheduled reduction days occur and how this affects the amount of stock held and its value
 - types of medicines subject to price disclosure
- purpose of batch numbering and expiry dates on pharmaceutical products
- dispensary layout and storage requirements for dispensary items:
 - alphabetical arrangement of medications
 - sequential positioning of medications along shelves
 - controlled substances under specific secured storage conditions
 - grouping of Pharmacist Only Medicines (S3)
 - hazardous substances
 - refrigeration
- optimum environmental storage conditions, including temperature, light and humidity controls, for perishable and cold chain dispensary items
- reasons for stock loss and damage and methods to control these
- disposal methods for dispensary waste:

- returning to supplier
- using a disposal service
- environmentally sound disposal methods for hazardous waste:
 - pharmaceutical raw materials
 - cleaning products
 - pharmaceutical sharps
- formats for, use and contents of:
 - order and delivery documentation
 - stock recording documentation
 - Electronic Data Interchange (EDI) forms
 - stock level reports
 - stock performance reports
 - stock loss reports
 - stocktake reports
- features and functions of dispensary stock control software.

Assessment Conditions

Skills must be demonstrated in a pharmacy with a designated operational dispensary area and stock control and storage facilities for perishable and non-perishable dispensary stock. 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 stock control software currently used by the community pharmacy industry
- refrigerator or freezer dedicated to pharmaceuticals
- secured storage locations for dispensary items requiring secured storage conditions
- pharmacy shelving, shelf facings and signage for dispensary medicines
- a diverse commercial product range of pharmacy medicines:
 - Prescription Only Medicine (S4)
 - branded medicines
 - bio-equivalent generic medicines
 - drops
 - insulin
 - liquids
 - ointments and creams
 - pessaries
 - suppositories
 - tablets and capsules
 - vaccines
- waste disposal bags and containers for pharmaceutical waste including sharps containers

- template dispensary stock control documents:
 - order and delivery documentation:
 - purchase orders
 - standing orders
 - packing slips
 - stock recording documentation
 - Electronic Data Interchange (EDI) forms
- template dispensary stock control reports:
 - stock level reports
 - stock performance reports
 - stock loss reports
 - stocktake reports
- organisational procedures for maintaining dispensary stock
- pharmacists with whom the individual can interact
- assessment activities that allow the individual to work with commercial speed, timing and productivity to complete stock control 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.

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