



Australian Government

Department of Education, Employment and Workplace Relations

SIRCDIS407 Assist in preparing extemporaneous prescriptions

Release: 1

SIRCDIS407 Assist in preparing extemporaneous prescriptions

Modification History

The version details of this endorsed unit are in the table below. The latest information is at the top.

Release	Comments
First Release	This is a revised unit, based on and equivalent to SIRPDIS006A Assist in preparing extemporaneous prescriptions.

Unit Descriptor

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

Application of the Unit

This unit applies to dispensary assistants working in the dispensary area of a community pharmacy.

All tasks are performed according to pharmacy dispensary procedures and under the supervision of a pharmacist.

Licensing/Regulatory Information

All relevant federal, state or territory legislation, Pharmacy Board of Australia Guidelines, and established practice and quality assurance standards are to be met.

Pre-Requisites

SIRCDIS303 Assist in dispensing prescriptions

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

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|---|---|
| <p>1. Prepare to measure and mix ingredients.</p> | <p>1.1. Obtain the <i>compounding worksheet</i> and seek additional direction from the pharmacist where relevant.</p> <p>1.2. Confirm that compounding work area is ready for use.</p> <p>1.3. Select <i>measuring and mixing equipment</i> appropriate for the task and set up ready for use.</p> <p>1.4. Select and fit appropriate <i>personal protective equipment and clothing</i>.</p> <p>1.5. Follow <i>personal hygiene procedures</i> in preparation for handling materials.</p> <p>1.6. Follow <i>dispensary procedures</i> for each stage of assisting in preparing extemporaneous prescription medicines.</p> |
| <p>2. Collect and measure required ingredients.</p> | <p>2.1. Identify ingredient requirements specified by the compounding worksheet.</p> <p>2.2. Locate and collect raw materials.</p> <p>2.3. Measure ingredient quantities to meet worksheet requirements.</p> |
| <p>3. Prepare compounded products.</p> | <p>3.1. Prepare ingredients by grinding, milling or heating as required to meet worksheet requirements.</p> <p>3.2. Combine ingredients as required to meet worksheet requirements.</p> <p>3.3. Inspect prepared product to confirm product quality.</p> <p>3.4. Confirm labelling and advice requirements with pharmacist and prepare labels.</p> <p>3.5. Collect dispensing containers as specified by pharmacist.</p> <p>3.6. Attach labels and other relevant cautionary and advisory information to containers as directed.</p> <p>3.7. Transfer final <i>compounded product</i> to labelled containers.</p> <p>3.8. Supply completed compound items, prescription and worksheet to a pharmacist for verification.</p> <p>3.9. Check pharmacist worksheet calculations and alert pharmacist to any discrepancies.</p> |
| <p>4. Maintain the compounding</p> | <p>4.1. Return unused ingredients to storage and adjust stock records as required.</p> |

materials and work area. 4.2.Maintain inventory levels of raw materials and disposable equipment.

4.3.Monitor **storage conditions** to ensure product integrity is maintained.

4.4.Dispose of waste according to environmental requirements and pharmacy **waste management** procedures.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to:
 - provide relevant information to a pharmacist
 - seek and respond to direction from a pharmacist
- initiative and enterprise skills to follow environmental protection practices, such as safely disposing of waste according to pharmacy waste management procedures
- literacy skills to:
 - interpret and follow pharmacy procedures
 - interpret compounding worksheets and any additional pharmacist directions
 - prepare labels in plain English
 - record prescription information using appropriate pharmacopoeia name or active ingredient and quantity
- numeracy skills to:
 - follow pharmaceutical numerical conventions when recording quantities and units of measurement
 - measure ingredients accurately
- planning skills to plan and organise work to meet compounding workflow requirements
- teamwork skills to work in a dispensary team under the direction of a pharmacist
- technology skills to:
 - package and label extemporaneous prescription items consistent with protocols and procedures
 - select and use appropriate mixing equipment, tools and techniques
 - use measuring instrumentation

Required knowledge

- care and storage requirements for compounding equipment
- dispensary procedures relating to assisting a pharmacist in the preparation of extemporaneous prescription medicines
- equipment calibration schedules and responsibilities, and procedures for checking calibration
- cleaning methods and procedures for:
 - use with water-based ingredients
 - use with oil-based ingredients
 - disinfecting equipment and surfaces

common terms and abbreviations used in prescription writing as detailed in the Australian Pharmaceutical Formulary and Handbook (APF) of the Pharmaceutical Society of Australia

- compounding work area equipment and layout
- hazards and control methods associated with cross-contamination

- methods to measure liquids, including accurate reading of meniscus
- mixing techniques to achieve even distribution of ingredients, including levigation
- work health and safety (WHS) information and procedures, including:
 - hazards and risks associated with materials and handling processes to be used
 - information, such as chemical hazard codes and symbols
 - location and purpose of material safety data sheets (MSDS)
- personal limitations and responsibilities of the pharmacy assistant assisting a pharmacist preparing extemporaneous prescriptions
- properties and characteristics of ointments, creams, gels and pastes
- housekeeping checklist and responsibilities
- raw material characteristics, including:
 - quality or grades
 - forms
 - strengths
- storage conditions for ingredients before and after compounding

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- apply pharmacy protocols and procedures when assisting with the preparation of extemporaneous prescriptions
- apply relevant WHS and personal hygiene practices
- communicate effectively with a pharmacist to meet compounding requirements
- follow procedures for handling and storing dispensary materials
- maintain housekeeping standards in the compounding area and handle and dispose of waste according to environmental and waste handling procedures
- plan and carry out work to meet compounding workflow requirements.

Context of and specific resources for assessment

Assessment must ensure that competency is:

- consistently demonstrated over a period of time and observed by the assessor or the technical expert working in partnership with the assessor as described in the assessment
- demonstrated in a real workplace environment that meets Pharmacy Board of Australia and relevant industry standards for dispensary layout and equipment requirements for supplying extemporaneous prescriptions.

Assessment must ensure access to:

- relevant pharmacy procedures
- access to state and territory legislation and guidelines where appropriate
- dispensary record-keeping systems
- relevant documentation, such as:
 - real or simulated prescriptions
 - compounding worksheets
- raw materials or ingredients and storage areas
- cleaning and disinfecting materials and equipment
- clothing and equipment that ensure WHS.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are

appropriate for this unit:

- a qualified workplace assessor or a technical expert working in partnership with the assessor to observe the dispensary assistant performing a range of compounding activities
- written or oral questions appropriate to the language and literacy level of the learner to test relevant underpinning knowledge
- review of third-party reports and evidence that indicate the completion of timely and accurate workplace documentation and records relevant to compounding operations.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Compounding worksheet may include:

- data fields, such as:
 - date
 - formula name
 - formula source
 - ingredients
 - quantities
 - source
 - batch number
 - expiry date
 - procedure and notes
 - prescribing doctor
 - copy of label
 - signature.

Measuring and mixing equipment may include:

- heating equipment
- mixing slabs
- mortar and pestle
- tweezers
- syringes
- spatulas and mixing rods
- volumetric containers, such as beakers and measuring cylinders.

Personal protective equipment and clothing may include:

- closed footwear
- face masks
- hairnets
- gloves
- lab coats
- safety glasses or goggles.

Personal hygiene procedures may include:

- no food or drink in the compounding work area
- no food stored next to ingredients used in compounding
- no jewellery or cosmetics, such as hand moisturiser or nail polish
- tying back hair or using a hairnet
- washing hands before and after compounding.

Dispensary procedures may

- checking worksheet calculations

include:

- confirming quality requirements are met
- filling compounded products into dispensary containers and preparing and attaching labels and relevant cautionary advice
- mixing ingredients
- protecting safety of self and product
- selecting required equipment and preparing it for use
- selecting measuring instrumentation appropriate to the volumes required.

Compounded products may include:

- one-off products prepared for a specific patient to an extemporaneous prescription, such as:
 - dermatological preparations (simple creams)
 - Australian Pharmaceutical Formulary and Handbook formulations for both adults and children
 - reconstituted products
 - combined proprietary products
 - modified formulations, e.g. to remove colours or preservatives.

Storage conditions may include:

- clearly displayed expiry dates on stock
- containers that are tightly sealed
- locations that protect product from light, humidity and heat
- temperature-controlled storage.

Waste management may include:

- following dispensary procedures to dispose of materials that could be hazardous to the environment
- sorting waste according to waste disposal requirements, e.g. placing sharps in designated container
- using spill-control procedures as required.

Unit Sector(s)

Community Pharmacy

Competency field

Dispensary