

SIRCDIS003 Assist in dispensing prescriptions



The unit SIRCDIS003 Assist in dispensing prescriptions is a unit of the Certificate III in Community Pharmacy. It is also a unit in the SIRSS00012 Community Pharmacy Dispensary Skill Set. This unit is the recommended unit that all Pharmacy staff that assist pharmacists in dispensing scheduled medicines hold.

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.

Just Careers Training is a Registered Training Organisation (RTO ID 91413) that is approved to issue this qualification.

Course Structure: This course is completed via Face to Face classroom based training:

Elements and Performance Criteria:

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| <p>1. Check prescription details.</p> | <p>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.</p> |
| <p>2. Record prescription information.</p> | <p>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).</p> |
| <p>3. Select and label prescribed medications.</p> | <p>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.</p> |
| <p>4. Assemble prescribed medications and finalise documentation.</p> | <p>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.</p> |

Delivery Options

Face to Face Classroom

To complete this course via face to face, participants will require the following:

- The pre-requisite units of SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines & SIRCDIS001 Assist customers with prescriptions
- A real workplace (approved pharmacy) in order to complete the required tasks (or a work placement for at least 40 hours) in which the Task & Report can be completed
- Attend 1 day training session/2 night training sessions, which includes presentations, case studies and scenarios, group activities and focus on specific organisational policies and procedures.

When you attend your training dates, you will receive your course material which contains:

- Learning resources
- Multiple choice & short answer questions

The Task & Report requires a pharmacy and the support of the pharmacist. The tasks must be done over a minimum of one week to demonstrate competency against the required skills and knowledge. The Task & Report can be completed prior to face to face training and brought to the class to receive your certificate same day, or can be submitted a maximum of 6 months after the training date.

Outcome: Participants who complete this course will have gained and or confirmed the following skills and knowledge relating to the dispensing of prescribed medications under the supervision of a pharmacist and be issued the statement of attainment;

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Prerequisites: The pre-requisite units of SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicines & SIRCDIS001 Assist customers with prescriptions must be held, and an approved pharmacy is required to complete the tasks.

Duration and Requirements: This course may be completed in 2-4 weeks. Enrolments are valid for 6 months after which reenrolment (including re payment course fee) is required.

Career Pathways: Once complete, successful participants can further their skills and knowledge by undertaking full qualifications such as the Certificate III in Community Pharmacy.

Language, Literacy and Numeracy requirements: The course is delivered in English, to be able to successfully complete our training programs participants must be able to read and write English to a sufficient standard to work with the supplied texts. You may also be requested to undertake a Language Literacy and Numeracy assessment.

Flexibility and Reasonable adjustment: JUST CAREERS TRAINING is flexible in the format and timing of learning and assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and abilities.

Recognition of Prior Learning (RPL)/Credit Transfer: If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (**Recognition of Prior Learning**).

The most practical benefit of RPL is that participants may achieve their certificate in a shorter time and with no formal training. During the RPL assessment participants present evidence of their competency to our assessor who will then assess the evidence against the requirements of the course. Should the evidence meet the requirements of the course then participants may be awarded

the unit and not require any training. Refer to the terms and conditions at the end of this document and/or contact us for further information about RPL assessments.

Participant Support: Your trainer will provide you with telephone and email support. Email support is unlimited and telephone support is by appointment. There is a limit to telephone support of up to 15 minutes, with no more than 3 sessions. Additional phone support may be purchased. Visits to our training office or additional one on one training in the workplace or another suitable site may also be arranged (subject to trainer availability and for a fee).

JUST CAREERS TRAINING offers support to all Participants with their learning needs; we can tailor or adjust the training and assessment program to assist people with learning issues and to more limited degree personal issues.

Fees and Charges

Refer to website for current pricing

Payments may be made by contacting our office or through our secure website payment portal at www.justtraining.com.au

All of our courses have fair Terms and Conditions – please refer to our website for further information.

Enrolment: Participants may enrol into this course by completing the enrolment form found at our website online; by contacting our office to have an enrolment form sent out or by visiting our offices (see below for address and details).

Access and Equity at Just Careers Training: We are committed to ensuring that we offer training opportunities to all people on an equal and fair basis. All participants have equal access to our training programs irrespective of their gender, culture, linguistic background, race, socio-economic background; disability, age, marital status, pregnancy, sexual orientation or carer's responsibilities. All participants who meet our entry requirements will be accepted into any of our training programs.

Privacy and Confidentiality: Just Careers abides strictly by all state and federal requirements relating to your privacy and confidentiality including the NVR Standards and the Privacy Act 1988. Your information will only be passed to relevant persons as required by law or Department of Education guidelines.

Complaints and appeals: Just Careers Training has a fair and transparent complaints and appeals policy. All complaints will be dealt with in a timely manner and avenues for appeals extend to third party arbitration. Your Participant Handbook contains more information.

More Information

Refer to your Participant Handbook or contact the Customer Service staff at

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