

## SIRCIND002 Support the supply of Pharmacy Medicines and Pharmacist Only Medicine



The unit SIRCIND002 Support the Supply of Pharmacy Medicines and Pharmacist Only Medicines is a unit of both the Certificate II in Community Pharmacy and the Certificate III in Community Pharmacy. It is also a prerequisite unit for most of the product knowledge units of competency in these qualifications. This unit has also been listed as a unit required by those who handle and sell scheduled medicines in pharmacy as part of the QCPP requirements for pharmacies taking part in this quality system accreditation process.

This unit incorporates the requirement for pharmacy and dispensary 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 supply scheduled medicines.

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

**Course Structure:** This course may be completed in one of the following ways:

- Online
- Print Correspondence
- Face to Face

### Elements and Performance Criteria:

<b>1. Source and use information on compliance requirements for supplying scheduled medicines.</b>	1.1. Obtain and interpret information on key legal requirements and industry guidelines for supply of Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3) and products. 1.2. Obtain and interpret organisational procedures for supplying Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3) scheduled items.
<b>2. Establish requirements for product locations.</b>	2.1. Identify common medicine categories for Pharmacy Medicines (S2) and Pharmacist Only Medicines (S3). 2.2. Identify storage requirements for scheduled pharmacy items according to the Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP). 2.3. Interpret requirements for product placement and advertising of Pharmacy Medicines (S2).
<b>3. Determine requirements for assessing customer needs.</b>	3.1. Interpret requirements for protecting and respecting customer privacy. 3.2. Determine what questions must be asked to collect information about customer needs. 3.3. Recognise requirement to refer all customer requests for Pharmacist Only Medicines (S3) to pharmacist. 3.4. Identify other triggers for referral to pharmacist.
<b>4. Identify role in supply of scheduled medicines.</b>	4.1. Identify the importance of following organisational procedures for the supply of scheduled medicines. 4.2. Recognise role boundaries in recommending Pharmacy Medicines (S2) and unscheduled medicines, products, equipment and aids appropriate to customer needs. 4.3. Determine requirements for finalising supply of Pharmacist Only Medicines (S3) and other products after pharmacist provision of therapeutic advice.

## Delivery Options

### Online Delivery

To complete this course online then you will require the following:

- A computer or similar
- A printer with scanning capability or a separate scanner
- A real workplace (approved pharmacy) in order to complete the required tasks (or a work placement for at least 40 hours)

Once you have enrolled into this course then you will receive a user name and login details. These details will be used to access your course which includes:

- Learning presentations
- Multiple choice questions
- Short answer questions

You will be required to complete and submit your responses online and participants will be required to:

- Download and complete a document that includes Tasks & Report

These tasks require a pharmacy and the support of the pharmacist. The tasks are designed to ensure that the participants have the practical knowledge and skills in order to work competently as a pharmacy assistant.

Once these have been satisfactorily completed then participants may submit their assessments to our office for marking. The final process is that participants will be contacted for verification purposes (authenticity of works submitted).

Please note: The Tasks & Report document may be downloaded and commenced at any time. This document requires that tasks be completed in a pharmacy and may take some time. The report involves the Pharmacist.

### Print Correspondence Delivery

To complete this course by correspondence then participants will require the following:

- Access to receive and send documents via post
- A real workplace (approved pharmacy) in order to complete the required tasks (or a work placement for at least 40 hours)

Once you have enrolled into this course then you will receive your course material which contains:

- Learning presentations
- Multiple choice questions
- Short answer questions
- Tasks & Report

These tasks require a pharmacy and the support of the pharmacist. The tasks are designed to ensure that the participants have the practical knowledge and skills in order to work competently as a pharmacy assistant.

Once these have been completed then participants may submit their assessments to our office for marking. The final process is that participants will be contacted for verification purposes (authenticity of works submitted).

Please note: the tasks and report document commenced at any time. This document requires that tasks be completed in a pharmacy and may take some time. The report involves the Pharmacist.

## Face to Face Classroom

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

### Option 1: New Entrant

- 1 day OR 2 nights of attendance for your training, followed by 1 DAY for assessment (approx. 1 week later)

When you attend your training date/s, you will receive your course material which contains:

- Learning presentations
- Multiple choice questions
- Short answer questions

You will return approx. 1 week later to undertake practical and theory assessments to be deemed competent in the unit.

### Option 2: Existing Worker

- 1 day OR 2 nights of attendance for your training
- Completed Task & Report (provided in confirmation email prior to your course date)

When you attend your training date/s, you will receive your course material which contains:

- Learning presentations
- Multiple choice questions
- Short answer questions

These tasks require 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 complete prior to face to face training and brought to the class to receive your certificate same day. Failure to do so will require you to upgrade to the new entrant course and attend an assessment date approx. 1 week later.

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**Outcome:** Participants who complete this course will have gained and or confirmed the following skills and knowledge relating to the role and responsibility of a Pharmacy Assistant when dealing with scheduled medicines (and chosen focus area if applicable) and be issued the statement of attainment;

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**Prerequisites:** There are no educational prerequisites for entry into this training program; however 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 Certificate II or 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.

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**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.

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**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.

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### Fees and Charges

<b>Online - Refer to website for current pricing</b>	<b>Correspondence - Refer to website for current pricing</b>	<b>Face to face - Refer to website for current pricing</b>
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Payments may be made by contacting our office or through our secure website payment portal at [www.justtraining.com.au](http://www.justtraining.com.au)

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

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**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).

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**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.

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**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.

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**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.

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### More Information

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

**Just Careers Training Pty Ltd**  
PO Box 55 Manahan 2200  
**Ph:** 1300 558 241 | **Fax:** 1300 558 242  
**Email:** info@justtraining.com.au **Website:** www.justtraining.com.au