



Dispensary course

If you are a pharmacy assistant and want to support the pharmacist in the dispensary – this course is for you.

The dispensary course will give you the skills and knowledge to:

- » Assist with dispensing prescriptions.
- » Complete dispensary administrative tasks, including Pharmaceutical Benefits Scheme (PBS) claims.
- » Maintain dispensary database and software upgrades.
- » Assist with dispensary stock control.
- » Assist with dose administration aids.

If you would like to pursue completing full qualifications either Certificate IV in Community Pharmacy SIR40116 or Certificate IV in Community Pharmacy Dispensary SIR40216, you may receive recognition or credit transfer for the units completed in this Dispensary course.

Delivery method

PSA offers this as an online course. You will need to be able to use a computer with internet access so that you can access the course learning and assessment materials on the PSA online learning portal. There are no formal classes and you can complete your studies at your own pace.

The assessment is completed in a variety of ways, including short answer questions, responses to scenarios, and observation/third party reports in your workplace. You will be required to submit an assessment portfolio which includes your completed assessment tasks and your supervisor's completed observation/third party reports.

Course length

This course is designed to take 6-12 months, but can be completed over a longer period if required.

Benefits to your pharmacy

With the emphasis on the Quality Care Pharmacy Program and appropriate responses to S2/S3, having employees properly trained and understanding the limitations of that role is invaluable to a pharmacy.

A trained dispensary technician will be able to provide support for dispensing medicines and assist with dispensary stock control and administration tasks. This provides increased capacity and availability for the pharmacist to concentrate on pharmacy services for customers.



“AS A TRAINED DISPENSARY TECHNICIAN YOU WILL BE ABLE TO PROVIDE SUPPORT IN DISPENSING MEDICINES AND ASSISTING WITH DISPENSARY STOCK CONTROL AND ADMINISTRATION TASKS.”

Course overview

This dispensary course does not require you to have completed any other units of study. Six units are provided in this course:

Support the supply of Pharmacy Medicines and Pharmacist Only Medicines (SIRCIIND002)

Gain the skills and knowledge to gather appropriate information from customers in supporting the supply of Pharmacy and Pharmacist Only Medicines. You will be able to assess information, identify and act upon situations which require referral to a pharmacist and finalise the supply of medicines and products as appropriate.

Assist customers with prescriptions (SIRCDIS001)

Gain the skills and knowledge required to collect and verify customer's prescription-related information, lodge scripts for dispensing, and return dispensed prescription items to customers on behalf of the dispensing pharmacist.

Assist in dispensing prescriptions (SIRCDIS003)

Understand what is required to work in a dispensary to assist with the preparation of prescriptions. You will understand the role and limitations of a dispensary technician working under the direct supervision of a pharmacist.

Maintain dispensary stock (SIRCDIS006)

Learn how to maintain a dispensary stock control system and how to receive, store, handle and dispose of dispensary stock.

Assist in dispensary computer systems and claims (SIRCDIS007)

Learn what is required to assist the pharmacist, with regards to maintaining dispensary computer software/systems and PBS Claims and reconciliation. This may include compliance with legislation affecting community pharmacies, Pharmacy Board of Australia Guidelines, and requirements of Medicare Australia and the PBS, as applicable to the role limitations of a dispensary technician.

Assist in preparing dose administration aids (SIRCDIS004)

Gain the skills and knowledge required to package or pre-pack pharmaceutical products in dose administration aids (DAAs) under the direction of a pharmacist. It includes setting up pre-packaged doses of prescribed medicines to be administered over set periods.

Course fees

PSA offers flexible payment options including:

- » Single payment
- » Pay by instalments (PSA Members only)

PSA Member* \$1,170

Non-member \$1,872

Online delivery only.

*Member prices apply to PSA Pharmacist and Affiliate Members. Pharmacy assistants or support staff employed by a PSA Pharmacist Member may also get the Member price if their employer is paying for the course.

All course fees are GST free, and inclusive of materials and an administrative fee.

Eligibility

You must be currently working in a community pharmacy (in Australia) and have at least three months experience in pharmacy. You will also need access to the pharmacy dispensary.

How to enrol

Enrol any time by completing the *Nationally recognised qualifications* enrolment form available from the PSA website.

Further information about PSA's role as a Registered Training Organisation and our training policies and procedures is available on the PSA website.