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Draft 2 –
Certificate III in Hospital/Health Services Pharmacy Support
and
Certificate IV in Hospital/Health Services Pharmacy Support

Validation Guide
December 2020

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Introduction

SkillsIQ is a not-for-profit Skills Service Organisation (SSO) supporting industry in developing standards to equip the 'people-facing' workforce with the right skills for jobs now and into the future. SkillsIQ is funded by the Department of Education, Skills and Employment to support the Industry Reference Committees (IRCs) responsible for the development and maintenance of Training Packages in the following sectors:

- Community Services
- Health
- Local Government
- Public Sector
- Floristry
- Hairdressing and Beauty Services
- Funeral Services
- Retail Services
- Sport, Fitness and Recreation
- Tourism, Travel and Hospitality.

Project Background

The update of the nationally recognised Hospital/Health Services Pharmacy Support Training Package Products, currently packaged within the HLT Health Training Package, has been commissioned by the Australian Industry and Skills Committee (AISC) under the direction of the Technicians Support Services IRC.

Pharmacy assistants and technicians provide assistance to pharmacists, under supervision, in hospital and community health settings. This may also include pharmacies that are located outside of health services, but which supply medicines and products to hospitals and other health services.

In 2016, the Society of Hospital Pharmacists of Australia (SHPA) conducted a comprehensive workforce study into hospital pharmacy technicians and assistants. With reference to the SHPA's white paper, the IRC provided recommendations that have confirmed the key drivers contributing to the update of the Packaging Rules of the two Qualifications, the update of nine **existing** Units of Competency, and the development of fourteen **new** Units of Competency to align to the existing and future job roles of all pharmacy assistants, pharmacy technicians and senior pharmacy technicians.

Technical Advisory Committee

To inform the update of the two Hospital/Health Services Pharmacy Support Qualifications, nine **existing** Hospital Pharmacy Units of Competency and the development of fourteen **new** Hospital Pharmacy Units of Competency, a Hospital/Health Services Pharmacy Support Technical Advisory Committee (TAC) was formed to support the objectives of the project.

The Hospital/Health Services Pharmacy Support TAC worked on updating and developing the Products as listed above, and these were released for public consultation in February 2020.

This paper summarises the feedback received during Draft 1 public consultation and highlights key modifications based on this feedback made to the two Qualifications, the nine existing Units, and also to eleven new Units developed at the Draft 1 stage plus an additional three Units developed in response to stakeholder feedback now reflected in Draft 2 (for a total of 14 Units).

Draft 1

National consultation on Draft 1 was open from 24 February 2020 to 17 April 2020. It was promoted across SkillsIQ's networks to sector stakeholders and also publicised via the Technicians Support Services IRC members' networks.

Draft 1 of the Qualifications and the initial twenty Units of Competency were published and made available via SkillsIQ's Online Feedback Forum. A Consultation Guide was also included on the Feedback Forum for individuals to download and review. Overall, the Feedback Forum received 629 unique views during the consultation period.

In addition to collecting feedback via the Feedback Forum, consultation activities comprised two workshops and four webinars held during March 2020.

On completion, TAC members met to analyse and discuss the feedback received on Draft 1 and determined actions for the development of Draft 2.

Draft 2 Validation and Timelines

Feedback reviewed during the Draft 1 consultation period has informed the development of Draft 2. Validation of Draft 2 will allow stakeholders to review the changes made to the Draft 1 components and confirm that the resultant Training Package Products meet their needs. It will also provide an opportunity for final input prior to submission for endorsement.

National validation of Draft 2 will be open from **Wednesday, 23 December 2020 to Monday, 01 February 2021**. During this period input will be sought on the following:

- Two Qualifications
- 23 Units of Competency.

Following the close of validation, feedback will be collated and evaluated by the TAC and IRC. This feedback will then inform the development of the Final Draft for submission.

Webinars

SkillsIQ will host a series of webinars to seek stakeholder input. To register your interest in attending a webinar, please click on one of the links below.

Webinar 1: **Wednesday, 13 January, 11:00am–12:30pm**

Hospital/Health Services Pharmacy Support Draft 2 Validation - Webinar 1

Webinar 2: **Tuesday, 19 January, 11:00am–12:30pm**

Hospital/Health Services Pharmacy Support Draft 2 Validation - Webinar 2

Webinar 3: **Thursday, 21 January, 1:00pm–2:30pm**

Hospital/Health Services Pharmacy Support Draft 2 Validation - Webinar 3

Webinar 4: **Thursday, 28 January, 1:00pm-2:30pm**

Hospital/Health Services Pharmacy Support Draft 2 Validation - Webinar 4

Online Feedback Forum

Feedback can be provided online via the SkillsIQ Online Feedback Forum. The Feedback Forum is a tool designed to capture stakeholder feedback on draft Training Package Products. It also provides an opportunity for stakeholders to view feedback left by others.

To access the Feedback Forum, please click here.

For information on how to use the Feedback Forum, please click here.

About this Validation Guide

This Guide, which should be read in conjunction with the Draft 2 Training Package Products, provides:

- A summary of the changes made from Draft 1 to Draft 2 based on stakeholder feedback
- A list of the Draft 2 Units of Competency
- Mapping of Draft 2 Units to existing HLT versions, and
- A listing of the terminology used within the Units of Competency and the Assessment Requirements (which is found in **Appendix A)**.

This Guide does **not** include Draft 2 Training Package components. These can be accessed via the Feedback Forum link above.

Contact Details

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Summary of Changes - Draft 1 to Draft 2

General Issues

A number of general issues were raised in stakeholders' comments, and a diverse range of viewpoints was expressed.

The following table outlines the main points raised in Draft 1 consultation and the ways in which they have been addressed.

Component/s	Change from Draft 1 to Draft 2
Qualifications	
Certificate III in Hospital/Health Services Pharmacy Support	
Packaging Rules	Packaging Rules for Draft 1 included thirteen **core** Units. Draft 2 has been updated to include twelve core Units.
Certificate IV in Hospital/Health Services Pharmacy Support	
Packaging Rules	Packaging rules for Draft 1 included fifteen **core** Units and a choice of five **elective** Units. Twenty Units were required for the attainment of the Qualification in Draft 1. There were three elective specialisation groups in Draft 1, namely **Certificate III** Units, **Compounding** Units, and **Other Elective** Units. Packaging Rules for Draft 2 now include **thirteen core Units and a choice of eight elective Units.** Twenty-one Units are required to attain the Qualification. Elective specialisations now include four groups: **Compounding, Clinical Support, Leadership and Other Electives**. The latter group covers content on **Drug Knowledge.**
Units of Competency	
General	
Consistency	All Units on Drug Knowledge have been updated to maintain consistency in terms of Elements, Performance Evidence, Knowledge Evidence and Assessment Conditions.
Additional Changes to Specific Units	All Unit Codes have been updated.

Units of Competency

More detail can be found in the Mapping section below.

Titles	• The Title of *HLTPHA012 Assist with dispensing of prescriptions and medication orders* has been changed to *HTLPHA012 Dispense prescriptions and medication orders* to better describe the applicable outcome. • The Title of *HLTPHA020 Identify and apply biological and physiological principles to provide pharmaceutical support* has been changed to *HLTPHA020 Understand biological principles within the pharmacy environment*. • The Title of *HLTPHA025 Conduct a continuing education session for peers on infections, immunological products and*

	vaccines has been changed to *HLTPHA025 Apply knowledge of medicines used for infections, immunological products and vaccines.* • The Title of *HLTPHA027 Conduct a continuing education session for peers on malignant disease, immunosuppressive and musculoskeletal medicines has been changed to HLTPHA027 Apply knowledge of medicines used to treat malignant diseases and immunosuppressive disorders to dispense medication to patients.* • The Title of *HLTPHA029 Conduct a continuing education session for peers on chemical principles as they apply to pharmacy activity* has been changed to *HLTPHA029 Apply knowledge of chemical principles as they apply to pharmacy activity.*
Application Statements	Some Application Statements have been changed to better clarify the intent of the Unit.
Prerequisites	Prerequisites have been updated to ensure requirements for underpinning knowledge and skills have been met.

Elements and Performance Criteria (PC)	Elements and Performance Criteria for all the Units have been refined to incorporate better technical language.
	The following Units have been updated with either additional or fewer Elements and Performance Criteria:
	• ***HLTPHA010 Maintain pharmaceutical imprest stock***
	  ○ PC 2.4 updated to include labelling requirements.
	• ***HLTPHA024 Apply knowledge of medicines used to treat central nervous system disorders to dispense medication to patients***
	  ○ PC 2.3 added to include reconciliation of patient medication history.
	  ○ Element 4 has been deleted.
	• ***HLTPHA025 Apply knowledge of medicines used for infections, immunological products and vaccines***
	  ○ PC 1.2, PC 1.3 and Element 2 have been deleted.
	  ○ New Element 2 has been added to include content on advising patients of the correct use of antibiotics.
	• ***HLTPHA027 Apply knowledge of medicines used to treat malignant diseases and immunosuppressive disorders to dispense medication to patients***
	  ○ A new Element 2 and Element 3 with new PCs have been added.
	• ***HLTPHA029 Apply knowledge of chemical principles as they apply to pharmacy activity***
	  ○ Element 2 has been deleted.

Foundation Skills	The following statement has been inserted into all the Units to acknowledge evidence of Foundation Skills: • 'Foundation skills essential to performance are explicit in the Performance Criteria of this Unit of Competency'.
Performance Evidence	Performance Evidence tasks for all the Units have been reworded to provide clarity on the requirements.

	Additional Performance Evidence tasks have been added to the following Units to ensure assessment provides more reliable outcomes.
	
	• ***HLTPHA011 Pack pharmaceutical products***
	  ○ Performance Evidence task related to packaging and labelling has been updated to include '10 pre-packaged products or dose administration aids in original packaging or decanted for different patients'.
	  ○ Performance Evidence task related to reconciliation of product batches and documentation has been added.
	• ***HLTPHA017 Support pharmacist's communication with patients and other health professionals***
	  ○ Performance Evidence task updated to clarify criteria for medicine lists.
	• ***HLTPHA022 Apply knowledge of medicines used to treat gastrointestinal and nutritional disorders to dispense medication to patients***
	  ○ Performance Evidence task related to preparing and dispensing medication updated to provide clarity on the number of occasions and patients required to generate assessment evidence.
	• ***HLTPHA023 Apply knowledge of medicines used to treat cardio-respiratory disorders to dispense medication to patients***
	  ○ Performance Evidence task related to preparing and dispensing medication updated to provide clarity on the number of occasions and the number of patients required to generate assessment evidence.
	• ***HLTPHA024 Apply knowledge of medicines used to treat central nervous system disorders to dispense medication to patients***
	  ○ Performance Evidence task related to preparing and dispensing medication updated to provide clarity on the number of occasions and number of patients required to generate assessment evidence.
	  ○ Performance Evidence task related to reconciliation of medication history for at least 10 patients has been added.
	• ***HLTPHA025 Apply knowledge of medicines used for infections, immunological products and vaccines***
	  ○ Performance Evidence task related to preparing and dispensing medication added to provide clarity on the number of occasions and number of patients required to generate assessment evidence.
	• ***HLTPHA026 Apply knowledge of medicines used to treat endocrine and genitourinary disorders to dispense medication to patients***

	○ Performance Evidence task related to preparing and dispensing medication updated to provide clarity on the number of occasions and number of patients required to generate assessment evidence. • ***HLTPHA027 Apply knowledge of medicines used to treat malignant diseases and immunosuppressive disorders to dispense medication to patients*** ○ Performance Evidence task related to preparing and dispensing medication updated to provide clarity on the number of occasions and number of patients required to generate assessment evidence. ○ Performance Evidence task related to reconciliation of medication history for at least 10 patients has been added. • All the Hospital Pharmacy Units ***except for the following three Units*** have been updated to **now include 240 hours of work placement** to meet the Assessment Requirements of the Unit: ○ *HLTPHA020 Understand biological principles within the pharmacy environment* ○ *HLTPHA021 Apply understanding of medicine use to assist patients in using medicines effectively* ○ *HLTPHA029 Apply knowledge of chemical principles as they apply to pharmacy activity.*
Knowledge Evidence	Knowledge content has been refined to incorporate better technical language. Additional knowledge has been added to the following Units to ensure assessment provides more efficient outcomes. • ***HLTPHA011 Pack pharmaceutical products*** ○ Content on 'appropriate packaging to protect and assess products if changing container for risk of degradation by oxidation including removing medications from blister packs' has been added. • ***HTLPHA012 Dispense prescriptions and medication orders*** ○ Content on 'relevant pharmacy dispensing application or system' has been added.
Assessment Conditions	The wording of the Assessment Conditions has been reviewed to ensure consistency and comprehension. Assessment Conditions for all Hospital Pharmacy Units that stipulate specific hours of work placement have been updated to include the following statement: • 'Skills must be demonstrated in the workplace with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace'.

Questions for Consideration

The following series of questions has been developed to guide feedback for Draft 2 of the Hospital/Health Services Pharmacy Support Training Package Products.

Suite of Units of Competency

- Are the Packaging Rules for the core composition of Units attainable at a Certificate III and IV level?
- Are all draft Units required? Should any be deleted?
- Are there any essential Prerequisites that should be nominated?
- Are there any additional Units of Competency required?

Titles and Application Statements - Units of Competency

- Does the Title reflect the skill being described? Could any Title be changed to better indicate what the Unit covers?
- Does the Application Statement provide a clear and accurate description of the skill being described?

Elements and Performance Criteria

- Do the Elements and Performance Criteria accurately describe what people do in Hospital Pharmacy Support job roles? If not, what could be added?
- Do the Performance Criteria adequately describe the level of proficiency?

Performance Evidence

- Would the types of evidence prove that a person is competent in all the Unit outcomes, including Performance Criteria, Foundation Skills and Knowledge?
- Is the suggested volume (sufficiency) of evidence appropriate? Too little, too much?
- Are the statements clear? Would assessors understand exactly what they must do?

Knowledge Evidence

- What is the essential knowledge required of an individual in order to perform the tasks described in the Performance Criteria? Is the Knowledge Evidence requirement specific enough?
- Is there anything which should be added or deleted?
- What is the breadth and depth of knowledge required? Is this described well enough to assist assessors in understanding the scope?

Assessment Conditions

- Are the nominated environments appropriate?
- Are the statements clear? Would assessors understand what they must provide for assessment?

Draft 2 Qualifications and Units of Competency

Qualifications

Previous Qualification Code and Title	New Qualification Code and Title	Comment in Relation to Qualification E = Equivalent N = Not Equivalent
HLT37115 Certificate III in Hospital/Health Services Pharmacy Support	*HLT37121 Certificate III in Hospital/Health Services Pharmacy Support*	Not Equivalent - N. Updated Unit Codes. Number of Units required to complete the Qualification has decreased from 14 to 13. Updates to Packaging Rules - packaging of core Units changed from 10 to 13. Electives removed. Work placement hours added to meet Assessment Requirements as stipulated in the Units.
HLT47115 Certificate IV in Hospital/Health Services Pharmacy Support	*HLT47121 Certificate IV in Hospital/Health Services Pharmacy Support*	Not Equivalent - N. Updated Unit Codes. Number of Units required to complete the Qualification has increased from 14 to 21. Updates to Packaging Rules - packaging of core Units changed from 10 to 13. Elective specialisations updated. Work placement hours added to meet Assessment Requirements as stipulated in the Units.

Units

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not Equivalent
HLTPHA001 Maintain pharmaceutical imprest stock	*HLTPHA10 Maintain pharmaceutical imprest stock*	N Unit Code updated. Terminology updated.

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not Equivalent
		Changes to Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions.
HLTPHA002 Pack pharmaceutical products	*HLTPHA011 Pack pharmaceutical products*	N Unit Code updated. Terminology updated. Changes to Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions.
HLTPHA003 Assist with dispensing of prescriptions and medication orders	*HLTPHA012 Dispense prescriptions and medication orders*	N Unit Code and Title updated. Terminology updated. Changes to Performance Criteria, Performance Evidence, Knowledge Evidence and Assessment Conditions.
HLTPHA004 Order, maintain and distribute pharmaceutical stock	*HLTPHA013 Order, maintain and distribute pharmaceutical stock*	N Unit Code updated. Terminology updated. Changes to Performance Criteria, Performance Evidence and Assessment Conditions.
HLTPHA005 Conduct small scale compounding and labelling of pharmaceutical products	*HLTPHA014 Conduct small-scale compounding and labelling of pharmaceutical products*	N Unit Code updated. Terminology updated. Changes to Performance Evidence

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not Equivalent
		and Assessment Conditions.
HLTPHA006 Provide assistance in dispensary administration	*HLTPHA015 Provide assistance in dispensary administration*	N Unit Code updated. Terminology updated. Changes to Performance Evidence and Assessment Conditions.
HLTPHA007 Conduct small-scale compounding and labelling of aseptic pharmaceutical products	*HLTPHA016 Conduct small-scale compounding and labelling of aseptic pharmaceutical products*	N Unit Code updated. Minor changes to Performance Criteria. Changes to Performance Evidence, Knowledge Evidence and Assessment Conditions.
HLTPHA008 Support pharmacist communication with clients and other health professionals	*HLTPHA017 Support pharmacist's communication with patients and other health professionals*	N Unit Code and Title updated. Terminology updated. Minor changes to Performance Criteria. Changes to Performance Evidence, Knowledge Evidence and Assessment Conditions.
HLTPHA009 Support pharmacists in the collection and presentation of workplace data and information	*HLTPHA018 Support pharmacists in the collection and presentation of workplace data and information*	N Unit Code updated. Minor changes to Performance Criteria. Changes to Performance Evidence, Knowledge Evidence and Assessment Conditions.

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not Equivalent
New Unit	*HLTPHA019 Coordinate communication processes in a hospital pharmacy setting*	N/A
New Unit	*HLTPHA020 Understand biological principles within the pharmacy environment*	N/A
New Unit	*HLTPHA021 Apply understanding of medicine use to assist patients in using medicines effectively*	N/A
New Unit	*HLTPHA022 Apply knowledge of medicines used to treat gastrointestinal and nutritional disorders to dispense medication to patients*	N/A
New Unit	*HLTPHA023 Apply knowledge of medicines used to treat cardio-respiratory disorders to dispense medication to patients*	N/A
New Unit	*HLTPHA024 Apply knowledge of medicines used to treat central nervous system disorders to dispense analgesic medication to patients*	N/A
New Unit	*HLTPHA025 Apply knowledge of medicines used for infections, immunological products and vaccines*	N/A
New Unit	*HLTPHA026 Apply knowledge of medicines used to treat endocrine and genitourinary disorders to dispense medication to patients*	N/A
New Unit	*HLTPHA027 Apply knowledge of medicines used to treat malignant diseases and immunosuppressive disorders to dispense medication to patients*	N/A

Previous Unit Code and Title	New Unit Code and Title	Comment in Relation to Unit E = Equivalent N = Not Equivalent
New Unit	*HLTPHA028 Apply knowledge of medicines used to treat eye, ear, nose disorders to dispense medication to patients*	N/A
New Unit	*HLTPHA029 Apply knowledge of chemical principles as they apply to pharmacy activity*	N/A
New Unit	*HLTPHA030 Apply knowledge of medicines used to provide analgesia*	N/A
New Unit	*HLTPHA031 Apply knowledge of medicines used to treat musculoskeletal disorders to dispense medication to patients*	N/A
New Unit	*HLTPHA032 Apply knowledge of medicines used to treat dermatological disorders to dispense medication to patients*	N/A

Mapping of Draft 2 Units to Existing HLT Versions

Determination of Equivalence

A Unit is mapped as Equivalent (E) when it provides the same skill and knowledge outcomes, as follows:

- Elements and Performance Criteria are the same, but are re-ordered and or expressed differently for clarity
- Knowledge Requirements are the same but are expressed differently for clarity.

A Unit is mapped as Not Equivalent (N) when it provides different skill and knowledge outcomes, as follows:

- Elements and/or Performance Criteria have been added or removed
- Knowledge Requirements have been added or removed.

Significant changes have been made to all the nine Units which have been mapped as **Not Equivalent**. This is a consequence of changes made in response to considerable concerns about the content of the existing Units.

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N

HLTPHA001	*Maintain pharmaceutical imprest stock*	*HLTPHA10*	*Maintain pharmaceutical imprest stock*	• Unit Code updated.
				• Terminology updated.
				• Changes to **Performance Criteria**
				  ○ PC 2.6 added to include content on stock rotation.
				  ○ PC 2.8 added to include content on temperature monitor information.
				• **Performance Evidence**
				  ○ 240 hours of clinical workplace requirement have been added.
				• **Knowledge Evidence**
				  ○ Content on cold chain has been added.
				• **Assessment Conditions**
					N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ Updated to provide clear guidance on Assessment Conditions.	
HLTPHA002	*Pack pharmaceutical products*	*HLTPHA011*	*Pack pharmaceutical products*	• Unit Code updated • Terminology updated. • Changes to **Performance Criteria** ○ PC 1.9 added to include content on stock details. ○ PC 3.4 added to include content on documentation and sample pre-pack. • **Performance Evidence** ○ 240 hours of clinical workplace requirement have been added. ○ Task related to pre-packaged products and Dose Administration Aids (DAAs) has been added. ○ Task related to reconciliation of labelling of products batches has been added. • **Knowledge Evidence** ○ Content on packaging and blister packs has been added. ○ Content on tablet counters, heat sealing	N

HLT Unit Code	*HLT Unit Title*	*HLT Draft 2 Unit Code*	*HLT Draft 2 Unit Title*	*Draft 2 Comments*	E/N
				devices and tweezers has been added. • **Assessment Conditions** ○ Updated to provide clear guidance on Assessment Conditions.	

HLTPHA003	*Assist with dispensing of prescriptions and medication orders*	*HLTPHA012*	*Dispense prescriptions and medication orders*	• Unit Code and Title updated.
				• Terminology updated.
				• Changes to **Performance Criteria**
				  ○ PC 1.6 updated in terms of alternative dispensing options.
				  ○ PC 2.1 added to include content on completing required documentation.
				• **Performance Evidence**
				  ○ 240 hours of clinical workplace requirement have been added.
				  ○ Task related to processing updated to include 100 items from prescriptions and medication orders.
				• **Knowledge Evidence**
				  ○ Content related to Pharmaceutical Benefits Scheme (PBS), non-PBS and Special Access Scheme (SAS) has been added.
					N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				• **Assessment Conditions** ○ Updated to provide clear guidance on Assessment Conditions.	

HLTPHA004	*Order, maintain and distribute pharmaceutical stock*	*HLTPHA013*	*Order, maintain and distribute pharmaceutical stock*	• Unit Code updated.
				• Terminology updated.
				• Changes to **Performance Criteria**
				  ○ PC 1.3 updated to clarify the provision of order information.
				  ○ PC 1.5 updated to include content on the investigation of alternative suppliers when required medicine is not available.
				• **Performance Evidence**
				  ○ 240 hours of clinical workplace requirement have been added.
				• **Assessment Conditions**
				  ○ Updated to provide clear guidance on Assessment Conditions.
					N

HLTPHA005	*Conduct small-scale compounding and labelling of pharmaceutical products*	*HLTPHA014*	*Conduct small-scale compounding and labelling of pharmaceutical products*	• Unit Code updated. • Terminology updated. • Changes to **Performance Evidence** ○ 240 hours of clinical workplace requirement have been added.	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				• **Assessment Conditions** ○ Updated to provide clear guidance on Assessment Conditions.	

HLTPHA006	*Provide assistance in dispensary administration*	*HLTPHA015*	*Provide assistance in dispensary administration*	• Unit Code updated.
				• Terminology updated.
				• Changes to **Performance Evidence**
				  ○ 240 hours of clinical workplace requirement have been added.
				• **Assessment Conditions**
				  ○ Updated to provide clear guidance on Assessment Conditions.
					N

HLTPHA007	*Conduct small scale compounding and labelling of aseptic pharmaceutical products*	*HLTPHA016*	*Conduct small scale compounding and labelling of aseptic pharmaceutical products*	• Unit Code updated.
				• Minor changes to Performance Criteria.
				• Changes to **Performance Evidence**
				  ○ 240 hours of clinical workplace requirement have been added.
				• **Knowledge Evidence**
				  ○ Content on USP-NF 797 Pharmaceutical Compounding Sterile Preparations guidelines has been added.
				• **Assessment Conditions**
					N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ Updated to provide clear guidance on Assessment Conditions.	
HLTPHA008	*Support pharmacist communication with clients and other health professionals*	*HLTPHA017*	*Support pharmacist's communication with patients and other health professionals*	• Unit Code and Title updated. • Terminology updated. • Minor changes to **Performance Criteria.** • Changes to **Performance Evidence** ○ 240 hours of clinical workplace requirement have been added. ○ Task related to medicines list has been clarified. • **Knowledge Evidence** ○ Content on factors affecting medicine groups and issues that affect the use of medicine in an individual has been added. • **Assessment Conditions** ○ Updated to provide clear guidance on Assessment Conditions.	N
HLTPHA009	*Support pharmacists in the collection and presentation of workplace data and information*	*HLTPHA018*	*Support pharmacists in the collection and presentation of workplace data and information*	• Unit Code updated. • Minor changes to **Performance Criteria**. • Changes to **Performance Evidence**	N

HLT Unit Code	***HLT Unit Title***	***HLT Draft 2 Unit Code***	***HLT Draft 2 Unit Title***	***Draft 2 Comments***	E/N
				○ 240 hours of clinical workplace requirement have been added. • **Knowledge Evidence** ○ Content on different medicine groups, factors affecting medicine groups and issues that affect the use of medicine has been deleted. • **Assessment Conditions** ○ Updated to provide clear guidance on Assessment Conditions.	

Appendix A: Training Package Unit of Competency Terminology Guide

Units of Competency specify the skills and knowledge a learner needs in order to complete a work task. Each Unit of Competency has associated Assessment Requirements, which detail what a learner must know and demonstrate in order to be deemed competent, along with any special conditions which apply to the assessment of competency.

UNIT CODE	Unique Code which identifies the Unit of Competency
UNIT TITLE	The Unit Title is a brief statement of the outcome of the Unit of Competency, i.e. what the task is that learners will be able to complete once they are deemed competent
APPLICATION	The Application summarises: • the content of the Unit of Competency and the skill area it addresses • any relationship with other Units of Competency • any licensing requirements or relevant legislation and elaborates the Unit of Competency's scope, purpose and operation in different contexts - for example, by showing how it applies in the workplace.
PREREQUISITE UNIT	Prerequisites are other Units of Competency or in some cases licences, etc. that a learner must complete before undertaking this Unit of Competency. This may be in order to provide underpinning skills or knowledge that is essential for a learner to undertake this Unit.
ELEMENTS	The Elements are the basic themes of the Unit of Competency. They describe the significant functions that form part of the work task that the Unit of Competency covers.
PERFORMANCE CRITERIA	The Performance Criteria specify the required steps that enable the learner to undertake the work task.
Assessment Requirements	
PERFORMANCE EVIDENCE	Identifies what a learner must demonstrate in order to be deemed competent at the work task.
KNOWLEDGE EVIDENCE	Identifies what a learner needs to know to perform the work task effectively.

ASSESSMENT CONDITIONS	Assessment Conditions provide the context for the Unit of Competency, describing essential operating conditions that must be present for assessment, depending on the work situation, needs of the candidate, accessibility of the items required, and local industry and regional contexts. They may specify any of the following: • The conditions under which competency must be assessed, including variables such as the assessment environment or necessary equipment or tools • Whether or not the Unit must be assessed in the workplace or may also be assessed via simulation • Resource implications, for example access to particular equipment, infrastructure or situations • Any required characteristics of the assessor, e.g. whether the assessor must hold a higher qualification in that field, etc.