

# ***SIR40216 Certificate IV in Community Pharmacy Dispensary***

## ***COURSE INFORMATION***

*When quality counts*



**CONTACT GUILD TRAINING TODAY!**

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**NATIONALLY RECOGNISED  
TRAINING**

## SIR40216 *Certificate IV in Community Pharmacy Dispensary*

**Develops specialised, advanced skills across key dispensary areas, including management, dispensing and healthcare support.**

SIR40216 Certificate IV in Community Pharmacy Dispensary

SIR40116 Certificate IV in Community Pharmacy

SIR30116 Certificate III in Community Pharmacy

SIR20116 Certificate II in Community Pharmacy



### Who should complete this training?

This qualification will benefit experienced pharmacy assistants who are looking to expand their skills in the area of dispensary.

Dispensary assistants work with the pharmacist to provide prescription medicines to pharmacy customers. Under the supervision of the pharmacist, dispensary assistants maintain customer records, select and label medicines and process claims.

Accredited training can help you develop management skills and provide specialised support in the pharmacy, while granting you formal recognition of your existing skills.

### What training do I need?

This qualification provides you with the next step in your career in community pharmacy. Community Pharmacy Dispensary expands on the skills that you have learnt if you have completed a Dispensary Assistants Course or dispensary units at the Certificate III level.

This qualification is nationally recognised in all states and territories of Australia.

### DO YOU KNOW ABOUT RECOGNITION OF PRIOR LEARNING (RPL)?



Available for all qualifications, the RPL process recognises the skills and competencies gained through work experience, prior training and life experience.

Through RPL, competency may be granted for specific units within community pharmacy qualifications, meaning some pharmacy assistants can finish their course earlier than expected.



## How long will the course take to complete?

The Certificate IV in Community Pharmacy Dispensary is a flexible course that can be tailored to meet your learning requirements and career goals.

We will work with you to develop a training plan to meet your needs and the needs of your pharmacy.

Most dispensary learners complete this qualification in around 12 months.



## What will I study?

To complete the Certificate IV in Community Pharmacy Dispensary you will need to complete 14 units – 9 core units and 5 elective units.

The core units will provide you with the basic pharmacy and dispensing skills required to operate effectively in a community pharmacy. The elective units allow you to extend your dispensing skills or broaden your pharmacy skills.

The elective units have been grouped into three streams, Health, Dispensary and Management.

For more information regarding the units studied please see the back of the flyer.



## What are the entry requirements?

To undertake a Certificate IV in Community Pharmacy Dispensary you need to be employed in a Pharmacy.

The course has entry requirements which include:

- Having access to a computer or device with internet access
- A degree of digital literacy which allows you to upload documents, recordings and complete your assessments online
- Your level of english spoken and written needs to be at a level to communicate with the general community
- Your numeracy skills need to be at a level to handle money and calculate medicine doses
- Successfully completing units which are pre-requisites to other units, refer to the following page

Minimum age requirements vary based on state legislation. Please contact us so we can discuss your state's legislation requirements.



## When can I start?

The Certificate IV in Community Pharmacy Dispensary is a flexible course so we can start as soon as you are ready.



## How much will this qualification cost?

Eligibility requirements apply to government funded courses which can impact the cost of a course.

Successful completion of a course under government funding may restrict your ability to access further funding.

Payment plans are also available.

So the sooner you contact us the better.

### OUR TRAINERS

- Qualified and experienced
- Have current and extensive pharmacy experience
- Understand the needs of you and your pharmacy

### OUR SUPPORT

- Dedicated trainer for the term of your qualification
- Provide regular contact either by phone, email or face to face
- Responsive to your needs

### OUR RESOURCES

- Developed by pharmacy experts
- Designed to reflect current pharmacy practice
- Focus on providing solutions for your customers

### OUR CAPABILITIES

- Industry leaders
- Flexible delivery distance, on-line and face-to-face
- Access to government funding
- Payment plans available

**GOVERNMENT FUNDING OR INCENTIVES MAY APPLY**



Make sure you contact our training specialists to discuss eligibility.

SIR40216

## Certificate IV in Community Pharmacy Dispensary

### Core units

SIRCCS002	Provide and promote services to pharmacy customers
SIRCDIS001*	Assist customers with prescriptions
SIRCDIS003*	Assist in dispensing prescriptions
SIRCDIS006*	Maintain dispensary stock
SIRCDIS007*	Administer dispensary computer system and claims
SIRCIND001	Work effectively in a community pharmacy
SIRCIND002	Support the supply of Pharmacy Medicines and Pharmacist Only Medicines
SIRCINF001	Use pharmacy practices for infection control
HLTWHS001	Participate in workplace health and safety

\*indicates that learners must successfully complete another unit or units prior to this unit

### NEXT STEPS?

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### Elective unit options – specialised streams

#### DISPENSARY

HLTAAP001	Recognise healthy body systems
SIRCCPM001*	Assist in managing Pharmacy Medicines and Pharmacist Only Medicines
SIRCDIS004*	Assist in preparing dose administration aids
SIRCDIS008*	Coordinate service to residential care facilities
SIRXMGTO01	Supervise and support frontline team members

#### HEALTH

HLTAAP001	Recognise healthy body systems
SIRCHCS002	Supply and hire home health care aids and equipment
SIRCHCS003	Test blood pressure and advise on self-monitoring
SIRCHCS004*	Test blood glucose and advise on equipment and services for diabetes management
SIRCPPA012*	Assist customers with asthma-care aids and equipment

#### MANAGEMENT

SIRCCPM001*	Assist in managing Pharmacy Medicines and Pharmacist Only Medicines
SIRCCPM002	Coordinate a pharmacy quality system
SIRCCPM003	Lead and develop pharmacy teams
BSBMGT403	Implement continuous improvement
SIRXMGTO01	Supervise and support frontline team members



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