

# **Guild Training**

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


**COURSE INFORMATION | SIR40216**

*When quality counts*

**CONTACT GUILD TRAINING TODAY!**

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 AustralianPharmacyAssistants



**Guild Learning  
and Development**



# Guild 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.

## Do I need to have completed any other qualifications?

There are no entry requirements to complete this qualification. However, you will need to be working in the dispensary and have sound English and numerical skills.

## 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.

Accessing government funding, which can impact on the cost of this qualification may be dependent on how long you have been working, so the sooner you contact us the better.

## How much will this qualification cost?

The cost of the course may be dependent on government funding. Contact us and we can assist you and your pharmacy in accessing any available funding. Payment plans are also available.

### 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 via phone, email and 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.

# Guild Training


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## 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

### 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

### NEXT STEPS?

CONTACT GUILD TRAINING TODAY TO FIND OUT MORE AND ENROL

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