# **Guild Training**

# **Certificate IV in Community Pharmacy** Dispensary

## COURSE INFORMATION | SIR40216

When quality counts

### **CONTACT GUILD TRAINING TODAY!**

02 9467 7130 





guild.org.au/training



AustralianPharmacyAssistants



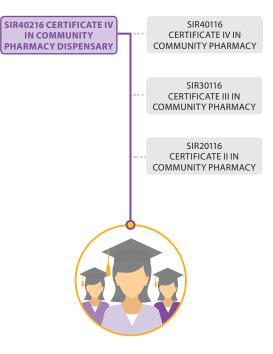
**Guild Learning** and Development



## <u>Guild Training</u>

## SIR40216 CERTIFICATE IV IN COMMUNITY PHARMACY DISPENSARY

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



## 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.

## RECOGNITION OF PRIOR

DO YOU KNOW ABOUT

### 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.



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



Make sure you contact our training specialists to discuss eligibility.

## <u>Guild Training</u>

## SIR40216 CERTIFICATE IV IN COMMUNITY PHARMACY DISPENSARY

### Core units

### Elective unit options – specialised streams

#### SIRCCCS002

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

#### **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

SIRXMGT001 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 selfmonitoring

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

SIRXMGT001 Supervise and support frontline team members

**NEXT STEPS?** 

### CONTACT GUILD TRAINING TODAY TO FIND OUT MORE AND ENROL



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Guild Learning and Development