Core Tasks, Skills and Knowledge for Hospital Pharmacy

1. Dispensing

(a) General Dispensing

Pharmacist needs to become familiar with:

- how to use Pharmacy software to:
  - access a patient’s medication history
  - dispense a drug i.e. add a new drug to the medication history
  - generate a label
  - access notes or restrictions applying to a particular drug

- all processes associated with the safe and accurate dispensing of medications, and undertake these processes

- pharmacy and hospital policies regarding, for example, quantities of medication dispensed and other associated issues

(b) Schedule 8 drug issues (circular PD2005_206)

Pharmacist needs to become familiar with:

- legal requirements for:
  - dispensing outpatient or discharge prescriptions
  - orders for schedule 8 drugs on a medication chart e.g. quantity and/or time frame for use

 Competency Reference:

1 The ‘Competency Reference’ number corresponds to the competency unit, element and/or performance criteria outlined in the ‘Competency Standards for Pharmacists in Australia 2003’.

When ‘(inc)’ follows a competency reference number, this indicates that all elements and/or performance criteria under the reference number apply to the core task, skill or knowledge area.
(b) **Schedule 8 drug issues (circular PD2005_206) continued...**

Pharmacist needs to become familiar with:

- procedures for:
  - supply of schedule 8 drugs to wards and operating theatres
  - storing schedule 8 drugs in wards, operating theatres and pharmacy departments
  - balance checks for schedule 8 drugs in the pharmacy and in the wards
  - loss of a schedule 8 drug both in the ward and the pharmacy department
  - loss or destruction of a drug register
  - destruction of un-usable schedule 8 drug and pentazocine in the ward
  - discarding an unused portion of a schedule 8 drug in the ward or operating theatre

(c) **SAS (Special Access Scheme) Drugs**

Pharmacist needs to know:

- what is an SAS drug?
- what restrictions apply to its dispensing?
- are there any additional internal hospital policies which apply to their dispensing e.g. an IPU (individual patient use form)?

(d) **S100 drugs (Section 100 drugs)**

Pharmacist needs to know:

- what is an S100 drug?
- under what conditions may they be dispensed?
- what internal pharmacy policies apply to their dispensing?
- when are these drugs eligible for reimbursement from the commonwealth government?
- what specific audit requirements apply to their dispensing and reimbursement?
(e) **Simple Clinical Trials**

See Society of Hospital Pharmacists of Australia (SHPA) Standards of Practice for Pharmacy Investigational Drug Service

- Pharmacist should read the SHPA Practice Standards document and be able to discuss basic issues associated with the provision of a clinical trials service

- If possible, pharmacist should have the opportunity to familiarise themselves with the details of one or two clinical drug trials

**2. Revision of Medication Terminology**

- Pharmacist should become familiar with medical terminology used in prescription writing and medical notes (Australian Pharmaceutical Formulary and Handbook (APF) 20th edition)

- Pharmacist should become familiar with the hospital’s approved list of abbreviations for prescription writing

**3. Clinical Services**

- The SHPA Standards of Practice for Clinical Pharmacy should be used as a guideline for clinical activities, which should include:
  - medication reviews of medication charts and prescriptions
  - taking medication histories
  - counselling patients
  - making and recording clinical pharmacy interventions
  - participating in ward rounds and/or meetings

- Resources for pharmacist to assist with ward based clinical services (see SHPA Standards of Practice document, paragraph 5.1.2. Clinical Pharmacy Education, P. 125)

- Ongoing clinical performance review (see SHPA Standards of Practice document, paragraph 5.1.5. P. 126)
4. Answering Simple Drug Information Enquiry’s

- Pharmacist should become familiar with the SHPA Standards of Practice for Drug Information Services

- Pharmacist should become familiar with any in-house pharmacy guidelines on answering drug information enquiries and where possible, be given some simple enquiries to answer, according to local procedure

- Pharmacist should become familiar with electronic drug information retrieval databases such as CIAP (Clinical Information Access Program)

Competency Reference:
3.1.1.3
3.1.1.4S
7.1 (inc)

5. Laboratory Investigations and their Meaning

- See Pharmaceutical Society of Australia publication: Use of Laboratory Test Data – a process guide and reference for Pharmacists

- See APF 20th Edition

- See a series in Australian Prescriber on abnormal laboratory results and their meaning

- Pharmacist should be able to easily access the hospital’s electronic database on laboratory investigations and normal physiological values and be aware of normal limits for commonly measured items. This should be a routine part of the Clinical Pharmacist’s role and provide some understanding of the implications for patients when levels are outside the normal range

Competency Reference:
3.1.2.6
3.2.2.3

6. Drug and Therapeutics Committee (DTC) and Formulary Issues

- Pharmacist needs to:
  - Become familiar with commonly used drug committee policies e.g. antibiotic policies and how they apply to dispensing and clinical practice
  - know where DTC decisions on formulary drugs and their restrictions can be found
  - know what procedure to follow when non-formulary drugs are ordered, e.g. an Individual Patient Use (IPU) process and how to access it to apply for approval for use

Competency Reference:
4.1.3.1
4.1.3.3
7. Legislative Issues

- Pharmacist should be able to locate within the department all essential texts including:
  - Pharmacy Act & Pharmacy (General) Regulations
  - Poisons & Therapeutic Goods Act & Regulations
  - Pharmacy Guild Guide to the NSW Poisons Schedules

and demonstrate an understanding of the Acts & Regulations and their implications with regard to pharmacy practice

- Pharmacist should be able to discuss issues associated with privacy and patient confidentiality with regard to hospital pharmacy practice

- Pharmacist should be able to locate PD2005_206 “Policy on the handling of medication in NSW Public Hospitals” (electronic and/or hard copy) and demonstrate an understanding of the type of practice related issues covered in the document

8. Information Technology

- Pharmacist should become familiar with the various databases used within the Pharmacy Department as an integral component of all activities they undertake. For example,
  - Pharmacy dispensing software (see 1. ‘Dispensing’)
  - CIAP drug information retrieval database (see 4. ‘Answering simple drug information queries’)
  - Hospital laboratory results (see 5. ‘Laboratory investigations and their meaning’)
  - IIMS (see 3. ‘Clinical Services’)
  - Clozapine database, if applicable (see 1. ‘Dispensing’)
  - Departmental intranet; hospital and area intranet where appropriate

- Pharmacist should become familiar with Microsoft Word and basic Microsoft Office packages.