

**SIR30107
CERTIFICATE III IN COMMUNITY PHARMACY**

To achieve a Certificate III in Community Pharmacy, 34 units must be completed:

- all 21 core units
- 13 elective units:
 - A minimum of 3 elective units must be selected from the Elective Units: Group A below.
 - A further 10 elective units may be selected as follows.
 - A maximum of 10 elective units may be selected from the Elective Units in Group A or Group B below.
 - A maximum of 2 elective units may be selected from the Elective Units: Group C below.
 - A maximum of 2 elective units may be selected from elsewhere in the Retail Services Training Package or from any other endorsed Training Package. These must be units which are packaged within a Certificate II or higher qualification in the parent Training Package. Training Packages that overlap with Community Pharmacy activities include Health, Business Services and Beauty. Elective units selected must be additional to those already counted towards a lower level qualification within this Training Package.

In all cases selection of electives must be guided by the job outcome, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

CORE

HLTCSD306B	Respond effectively to difficult or challenging behaviour
SIRPDIS001A	Accept prescriptions and deliver medicine
SIRPPKS001A	Support the sale of pharmacy and pharmacist-only medicines
SIRPPKS002A	Identify, locate and sell products related to allergies
SIRPPKS003A	Identify, locate and sell analgesic and anti inflammatory products
SIRPPKS005A	Identify, locate and sell cough and cold products
SIRPPKS006A	Identify, locate and sell eye, ear and oral care products
SIRPPKS007A	Identify, locate and sell products for gastrointestinal conditions
SIRPPKS008A	Identify, locate and sell first aid and wound care products
SIRPPKS009A	Identify, locate and sell products for skin and fungal conditions
SIRPPKS010A	Assist in the management of pharmacy and pharmacist only medicines
SIRXCCS001A	Apply point-of-sale handling procedures
SIRXCCS002A	Interact with customers
SIRXCLM001A	Organise and maintain work areas
SIRXCOM001A	Communicate in the workplace
SIRXIND001A	Work effectively in a retail environment
SIRXINV001A	Perform stock control procedures
SIRXMER001A	Merchandise products
SIRXOHS001A	Apply safe working practices
SIRXRSK001A	Minimise theft
SIRXSLS001A	Sell products and services

ELECTIVE GROUP A: Community Pharmacy: Product

SIRPPKS011A	Provide information, products and services on asthma
SIRPPKS012A	Provide information, products and services on blood pressure
SIRPPKS013A	Provide information, products and services on complementary medicine
SIRPPKS014A	Provide information, products and services on diabetes
SIRPPKS015A	Provide information, products and services on diet, nutrition and weight management
SIRPPKS016A	Provide information, products and services to support home health care
SIRPPKS017A	Provide information, products and services on pregnancy and maternal health
SIRPPKS018A	Provide information, products and services on smoking cessation
SIRPPKS019A	Provide information, products and services on women's and men's health
SIRPPKS020A	Provide information, products and services on wound care

ELECTIVE GROUP A: Dispensary

SIRPDIS003A	Assist in dispensary operations
SIRPDIS004A	Assist in dispensary stock control
SIRPDIS005A	Assist in preparing dose administration containers
SIRPDIS006A	Assist in preparing extemporaneous prescriptions

ELECTIVE GROUP B: Administration

SIRXADM001A	Apply retail office procedures
SIRXADM002A	Coordinate retail office

ELECTIVE GROUP B: Finance

SIRXFIN002A	Perform retail finance duties
SIRXFIN003A	Produce financial reports

ELECTIVE GROUP B: Human Resources Management

BSBCMN304A	Contribute to personal skill development and learning
TAAASS301A	Contribute to assessment
TAADEL301A	Provide training through instruction and demonstration of work skills

ELECTIVE GROUP B: Inventory

SIRXINV002A	Maintain and order stock
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ELECTIVE GROUP B: Management and Leadership

SIRXMGT001A	Coordinate work teams
SIRXMGT002A	Maintain employee relations

ELECTIVE GROUP B: Merchandising

SIRPMER001A	Market and promote pharmacy products and services area
SIRXMER002A	Coordinate merchandise presentation

ELECTIVE GROUP B: Quality and Innovation

SIRXQUA005A	Maintain operational quality and productivity
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ELECTIVE GROUP B: Risk Management and Security

SIRXRSK003A Apply store security systems and procedures

ELECTIVE GROUP B: Sales

SIRXSLS003A Coordinate sales performance

SIRXSLS004A Build relationships with customers

ELECTIVE GROUP C: Community Pharmacy: Product

SIRPPKS004A Identify, locate and sell baby and infant products

ELECTIVE GROUP C: Computer Operations and ICT Management

SIRXICT001A Operate retail technology

ELECTIVE GROUP C: Dispensary

SIRPDIS002A Deliver prescription medicines to customers outside the pharmacy

ELECTIVE GROUP C: Finance

SIRXFIN001A Balance point-of-sale terminal

ELECTIVE GROUP C: Retail Product Knowledge

SIRXRPK001A Recommend health and nutritional products and services

SIRXRPK002A Recommend hair, beauty and cosmetic products and services