Ethics and dispensing in pharmacy practice

Course handbook

RTO Provider No. 122206
Course overview

Part 1 Legislation and pharmacy practice: Covers skills and knowledge required to practice as a pharmacist in Australia ethically and in accordance with the law.

Part 2 Opioid substitution program: Includes harm minimisation theory and the requirements for administering opioid substitution programs.

Part 3 Legislation and forensic pharmacy: References pharmacy codes relating to ethics and conduct in resolving ethical dilemmas in the pharmacy workplace.

Part 4 Analyse, execute and review ethical pharmacy practice (APPETH801A): This is an accredited unit from the qualification Graduate Diploma of Applied Pharmacy Practice. Pharmacists in a leadership or management role will manage ethical issues and situations arising within a community, hospital, residential care facility or general practice setting. This unit will provide individuals with skills to manage complex and sensitive situations ethically from a pharmacy perspective in a complex multi-facet health system.

Course aim

On completion of this course the candidate will be able to:

| Part 1 | Understand pharmacy law and guidelines and how it relates to professional pharmacy practice. |
|        | Apply legislation and professional standards/guidelines to aid decision making. |
|        | Identify the relationship between legal obligations and ethical requirements and their application in professional pharmacy practice. |
|        | Use ethical principles and professional judgement to respond to patient requests. |
|        | Understand privacy principles and how they are applied in ethical pharmacy practice. |
|        | Identify a medicine's classification in the SUSMP and understand the restrictions these place on their storage and supply. |

This activity has been accredited for 3 hours of Group 2 CPD (or 6 CPD credits) suitable for inclusion in an individual pharmacist’s CPD plan. CV140001

| Part 2 | Understand the nature of dependence, background of opioid substitution programs and objectives of opioid substitution programs. |
|        | Identify key aspects of methadone and buprenorphine therapy (including available formulations, dosage, safety and tolerability, drug interactions and use in pregnancy and breastfeeding). |
|        | Recognise the legal responsibilities and roles of the pharmacist in relation to opioid substitution programs. |
|        | Dispense and administer medicines for opioid substitution legally, ethically and accurately. |
|        | Know when to refuse dosing and identify the signs and symptoms of intoxication. |
|        | Know how to manage missed doses and take-away doses. |
|        | Describe labelling requirements for take-away doses. |
|        | Identify the state/territory guidelines and legal requirements (in addition to National Clinical guidelines) that control opioid substitution programs. |

This activity has been accredited for 2 hours of Group 2 CPD (or 4 CPD credits) suitable for inclusion in an individual pharmacist’s CPD plan. CV140002
Part 3

- State standards and professional guidelines that guide pharmacy practice.
- Apply the standards and professional guidelines to aid decision making.
- Apply pharmacy law or guidelines to a range of scenarios.

This activity has been accredited for 2 hours of Group 2 CPD (or 4 CPD credits) suitable for inclusion in an individual pharmacist’s CPD plan. CV140003

Part 4 (Unit APPETH801A)

- Identify ethical issues.
- Use ethical principles and processes in decision making.
- Review outcomes.

This activity has been accredited for 18 hours of Group 2 CPD (or 36 CPD credits) suitable for inclusion in an individual pharmacist’s CPD plan. CV16ETH801

Competencies (2010) addressed: 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 3.4, 4.1, 4.2 and 4.3

You may also record additional CPD credits for time taken to study and prepare for assessments, as per guidelines set out by the Pharmacy Board of Australia.

This course is delivered in a modular format; each part can be completed as a standalone module. Elect to enrol in the part(s) that you are currently interested in or the full course.

If you elect to enrol into Part 4, accredited unit of competency APPETH801A, you will be able to gain unit credit if you continue on to the Graduate Diploma in Applied Pharmacy Practice (10373NAT).

Requirements

To undertake the full course or parts of the course, you will need to have access to the internet.

If you have elected to enrol into the full course or Part 4, you must have access to/purchase the required textbook:


Learning and assessment materials including reading resources are available on the PSA learner portal for Parts 1–3 of the course.

You will complete online assessments for Part 1 including completing a table, true/false questions, multiple choice quiz and completion of the Schedule 8 activity. The assessment for Part 2 is an online multiple choice quiz and you are required to provide short answers to case studies in Part 3. A pass mark of 100% is required to successfully complete this section of the course. For Part 4, you will be required to listen to online presentations, read selected chapters in the textbook and complete three written assignments that are to be submitted online.
Length of the course

This full course is completed within a minimum of 67 hours, including completion of assessment tasks.

The following is an estimation of study time for each part:

- Part 1: 3 hours
- Part 2: 2 hours
- Part 3: 2 hours
- Part 4: 60 hours

Eligibility

Candidates must hold a Bachelor of Pharmacy or an equivalent or higher pharmacy qualification recognised in Australia; and is employed in a pharmacy industry context.

Enrolment process

Regular courses are held each year. Complete the enrolment form and send to the PSA along with your payment of the course fee. Once your enrolment and payment is processed, all course materials, request for prior learning (RPL) applications and course details will be issued.

Recognition of prior learning and mutual obligation

RPL is a process by which a prospective student can demonstrate knowledge and competencies currently held, as a result of past experience or training, and through this, possibly gain credit towards a qualification.

If you wish to be considered for RPL you must contact the PSA, who will consider your application. If it is decided to progress with RPL you will be matched with an appropriate trainer who will provide details of the evidence required.

As part of our registration requirements the PSA also has a Mutual Recognition Policy, which means that we will accept any nationally accredited qualifications or statements of attainment that enable a student to demonstrate pre requisites or gain credit into another nationally recognised qualification.
Course fees and payment terms

<table>
<thead>
<tr>
<th>Course options</th>
<th>Member fee</th>
<th>Non-member fee</th>
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</thead>
<tbody>
<tr>
<td>Ethics and dispensing in pharmacy practice (full course; Parts 1-4)*</td>
<td>$950</td>
<td>$1,520</td>
</tr>
<tr>
<td>Part 1: Legislation and pharmacy practice</td>
<td>$295</td>
<td>$500</td>
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<tr>
<td>Part 2: Opioid substitution program</td>
<td>$295</td>
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</tbody>
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All course fees are GST free.

*All students are required to access or purchase the required textbook, as listed under ‘Requirements’. The textbook is not included in the enrolment fees.

Refund policy

PSA will repay any enrolment fees that the student may have paid for a vocational and educational training (VET) course or VET unit(s) of competency if the student withdraws from that course/unit(s) within 14 days from the enrolment date.

Where a student withdraws from a VET course or unit(s) of competency after 14 days from the enrolment date, any refund of VET enrolment fees which have been paid upfront is at the discretion of the Pharmaceutical Society of Australia.

All refunds must be requested in writing to the PSA with name, address, contact details, course details, date and reason for requesting a refund.

Please note: Course fees are non-transferable.

Language, literacy and numeracy

If you are concerned about your skills in this area, contact the PSA and we will provide you with contact details for appropriate courses.

Access, equity and privacy

The PSA and its employees embrace the principles of Work Health and Safety and strive to ensure that all potential and current students receive access and equity into all organised courses. In regard to training courses for which it is responsible, the PSA strives to ensure that any person who meets the entrance criteria has appropriate access to resources to achieve a positive outcome.

The PSA is an equal opportunity organisation and encourages people with disabilities to access government funded training.
Privacy

We respect an individual’s right to privacy and will meet all requirements of the Privacy Act 2008 and Australian Privacy Principles when dealing with student information and records. Records are kept securely with restricted access to relevant PSA personnel only.

How do I access my student record?

If you wish to access your student record after completion of the course/unit(s) you must request this in writing to the PSA.

For full details on how PSA collects, stores, corrects and uses personal information, please refer to the PSA Policies at: www.psa.org.au

Welfare services

Some students may be eligible for the Pensioner Education Supplement while undertaking this course. Please contact Centrelink for further information on 13 24 90.

What happens if I have problems while undertaking the course?

If you have any problems or concerns while undertaking the course, your first point of contact is the course Trainer. If you require further assistance please contact the PSA.

What happens if I am judged to be ‘not yet competent’ in the assessment?

Firstly, the assessor will discuss this with you in detail and you will be given an opportunity to re-submit the assessment. This may require you to review course notes, undertake further research and discuss the marker/assessor’s comments with your mentor or peers.

Disciplinary procedures

Your assessment portfolio will have a date/dates by which it must be completed and returned for assessment. You may extend this period if required however, you must notify the PSA, as assessments returned late without official extension may incur a penalty. In special circumstances consideration will be given regarding extensions and any other appropriate adjustments discussed.

All content provided in your projects, assignments and assessment tasks must be your own work. It should be understood the PSA cannot accept or assess any work submitted which has been plagiarised.
**Appeals and complaints**

We encourage individuals to discuss any problems they may have with their trainer or with a representative of the PSA. These informal discussions are seen as an opportunity to improve the course. If the issues are not resolved satisfactorily then a formal complaint or appeal can be made. Formal complaints must be made in writing.

The PSA Appeals and Complaints form is available for download on our website or you may like to contact us for more information.

In the event an appeal or complaint cannot be resolved, you may contact consumer affairs in your local state for further advice:  [www.consumerlaw.gov.au](http://www.consumerlaw.gov.au)

Full details of PSA Policies are available from:  [www.psa.org.au](http://www.psa.org.au)