



PDL Scope of Practice CHECKLIST

To support in determining whether an activity is within a pharmacist's scope of practice

When we perform a service, it must be within our individual scope of practice, but how do we determine our individual scope? The Australian Commission on Safety and Quality in Health Care (ACSQHC) defines a practitioner's scope of practice as: "dependent on the practitioner operating within the bounds of their qualifications, education, training, current experience and competence and within the capability of the facility or service in which they are working". * Figure 1 (below) gives a visual representation of this Scope of Practice definition.



(Figure 1: Scope of Practice equation)

Please complete the following.

Step 1: Identify one or more new or expanded services/activities that you are considering implementing in the pharmacy.

Step 2: Follow the Checklist below to help ascertain whether this activity is within your scope, and/or determine any gaps in the Scope of Practice equation that need addressing before you can deliver the service. If you consider that you can check off all boxes, ensure you have maintained a WRITTEN record as evidence of how you meet each of the criteria.

I have completed the required education to undertake specific activities

This includes:

- Mandatory qualifications regulated by legal authorities
- Non-mandatory training to demonstrate skill in a particular area (e.g. wound care)
- Additional training (e.g. First Aid/CPR)
- Informal training (e.g. self-directed and experiential)
- An ongoing CPD portfolio to achieve and maintain up-to-date knowledge and skill

I feel competent to deliver this service

Competence could mean some or all of the following:

- Confidence in your personal ability
- Have observed or shadowed others delivering the service
- Reviewing product information or watching manufacturer's training videos
- Engage in relevant CPD activities to maintain competence
- Maintain awareness of regulatory, professional and clinical updates for the service
- Engage with others in the profession

I am authorised to deliver this service

Authority means there is regulation, approval and endorsement for the activity from an authority responsible for ensuring safety and quality. In short: this covers your legal requirements, and must meet ALL of the following:

- National legislation authorising pharmacists to administer a particular service
- State or territory legislation are also met
- Pharmacy premises have met facility and resource requirements, including human resources that are appropriately trained and qualified – if unsure, check with local regulatory authorities

I am accountable for the service I am about to provide

Accountability means you have strong clinical governance mechanisms in place to achieve safe, high-quality and effective healthcare services. The *National Model Clinical Governance Framework* and *Quality Care Pharmacy Program (QCPP) Requirements* could provide guidance as you execute the service. For example:

- Exercise good leadership and promote healthy work culture
- Continuous quality improvement systems – regular review of the service and the SOPs
- Incident and near-miss reporting systems
- Monitor clinical performance and effectiveness
- Maintain a safe environment (including equipment, resources and the overall premises)
- Work with relevant stakeholders (including other health professionals and the patient) to support shared decision-making
- Team training for all staff members involved
- Good documentation behaviours – e.g. conversations with prescribers, recording batch expiries, national reporting registers and systems

Step 3: Undertake any actions you have identified as necessary in Step 2.

Step 4: Record and set a date that is reasonable to reflect and review whether the activity is still within scope, or if you need to refresh yourself in any way (i.e. have a continuous quality improvement plan in place).

Step 5: Ensure you have retained documentation of all steps above.

Be aware that completing this checklist is designed to give an indication of whether you should be commencing a new service. It does not guarantee that your pursued activity will be covered under your Professional Indemnity Insurance policy, OR guarantee that the activity will always be within your scope. Factors such as changes in legislation, updates to training requirements, or whether you take a break from practice could all affect one's scope of practice.

Any unchecked boxes may guide you to take the necessary steps to ensure that you meet scope requirements to deliver a particular professional service in the pharmacy.

If you have any doubts about your eligibility to practice within a certain area, please seek advice from your PDL Professional Officers.