Dear Martin,

The Community Services and Health Industry Skills Council (CS&HISC) is forming an Industry Reference Group (IRG) for a new project to review the Hospital/Health Services Pharmacy Support qualifications to ascertain whether they adequately reflect current job roles and to explore the need to develop potential new units of competency and a new diploma level qualification, for addition to the HLT07 Health Training Package.

Specific outcomes of this project include:

- Identifying the current job functions of the Hospital/Health Services Pharmacy Support worker roles to identify any misalignment of the qualifications to the tasks actually being performed
- Reviewing existing units of competency to align them to current work roles and/or scope and draft new unit/s of competency
- Identifying the functions, skills and knowledge which support the need for a diploma level qualification.

It is expected that the IRG will meet on three occasions before the end November 2011 on both a face-to-face basis and/or via teleconference.

The first meeting of the IRG is scheduled for Wednesday 16 March 2011 in Sydney.

Please nominate a representative who would like to participate on the IRG by filling out the Membership Confirmation form attached and return to us by Monday 14 February 2011.

Travel and accommodation required to attend IRG meetings is funded by the project and will be organised by CS&HISC in consultation with IRG members.

Please also find the following documents accompanying this invitation:

- A list of IRG invitees for your reference
- A background document for the project
- IRG draft Terms of Reference
- Confirmation of IRG membership form
For further information on the project or to send your IRG nomination, please contact Tandiss Hatami, Project Coordinator, on (02) 9270 6623 or via email at Tandiss.hatami@cshisc.com.au.

I look forward to working with you and/or your nominated representative(s) on this project.

Yours sincerely

[Signature]

Rod Cooke
Chief Executive Officer