



Australian Government

**HLTAHW071 Manage medicines in
Aboriginal and/or Torres Strait Islander
primary health care**

Release: 2

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Modification History

| Release | Comments |
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| Release 2 | <p>Updated:</p> <ul style="list-style-type: none"> • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards <p>Equivalent outcome.</p> |
| Release 1 | <p>This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to elements and performance criteria. New evidence requirements for assessment, including volume and environment requirements.</p> <p>Prerequisite unit removed.</p> |

Application

This unit describes the skills and knowledge required to manage the use of medications in Aboriginal and/or Torres Strait Islander primary health care. It includes supply, transport and storage of medicines; the legal, professional and safety aspects of medicines use; and the supervision of other Aboriginal and/or Torres Strait Islander Health Workers with authority to administer medication, and management of clinic medicines stocks.

This unit applies to those senior Aboriginal and/or Torres Strait Islander Health Workers overseeing clinical aspects of the delivery of primary health care services to Aboriginal and/or Torres Strait Islander communities.

Note: The skills and knowledge specifically required to administer medications is covered by HLTAHW020 Administer medications.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the Element.

1. Manage administration of medicines

- 1.1 Maintain accurate records of medicines' administration in client files according to organisation policies and procedures
- 1.2 Establish and maintain systems for managing medication administration within the clinic in consultation with relevant medical health professionals and appropriately authorised persons
- 1.3 Refer individual medication regimens for regular review by authorised practitioner
- 1.4 Involve pharmacists in medication management including, where appropriate, medication reviews or use of Webster-packs
- 1.5 Check doses of medicine made up by other health staff for accuracy, including dose, indication and consideration of contraindications
- 1.6 Support and instruct other health workers in the safe and efficacious use of medicines
- 1.7 Monitor the appropriate use of medicines by other health staff

2. Initiate assessment and treatment using standard treatment manuals

- 2.1 Use standard workplace treatment manuals to commence assessment and treatment
- 2.2 Consult an authorising practitioner in accordance with standard treatment manuals and organisational policies and procedures
- 2.3 Dispense medicines according to organisational policies and procedures and the appropriate *legal and regulatory framework*
- 2.4 Document clinical assessments, any advice sought and assessment and treatment initiated in client medical files

3. Manage the ordering, transportation, storage and disposal of medicines

- 3.1 Ensure medicines are securely stored in accordance with legislative requirements
- 3.2 Establish working relationships with local medical

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practitioners and pharmacists to support management of clinic medicines stores

3.3 Monitor patterns of medicines use and use this information to inform reorder quantities and ensure minimum stock holdings

3.4 Ensure clinic medicines stock is checked regularly and re-ordered in appropriate quantities

3.5 Source medicines supplies as locally appropriate

3.6 Add new stock and dispose of out-of-date stock according to organisational policies and procedures

3.7 Organise clinic medicines stock logically and securely, with access to clinic medicines store monitored and restricted to authorised personnel

3.8 Correctly apply cold chain principles for storage and transport of medication requiring refrigeration

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>