



Australian Government

HLTAHW020 Administer medications

Release: 2

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Modification History

Release	Comments
Release 2	Updated: <ul style="list-style-type: none">• assessor requirements statement• foundation skills lead in statement• licensing statement• modification history to reflect 2012 standards Equivalent outcome.
Release 1	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. Significant changes to elements and performance criteria. New evidence requirements for assessment, including volume and environment requirements.

Application

This unit covers the required skills and knowledge to administer medication to Aboriginal and/or Torres Strait Islander clients. It involves determining the medication requirements of an individual client, calculating dosage and performing the clinical skills necessary to administer the required medication. It also involves supporting a client to self administer medication.

This unit applies to Aboriginal and/or Torres Strait Islander health workers with the relevant authority in their state or territory to administer medication.

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.

The performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Interpret and clarify orders and instructions for

1.1 Receive, correctly interpret and clarify written and verbal orders and instructions for medications with medical

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medication

practitioners and other senior health staff

1.2 Identify potential drug interactions and refer to an appropriately authorised person

1.3 Check written and verbal medication instructions against published medications information resources

1.4 Recognise special precautions and contraindications with the use of particular medications and refer to an appropriate person

2. Prepare medication

2.1 Access medication according to organisational procedures and policies and within scope of own role and legislative requirements

2.2 Use published medications resources to determine the appropriate route or method for administration of medication

2.3 Correctly identify medication dosage in standard treatment manual or calculate mathematically

2.4 Measure out required dose or volume of medication accurately using required and/or relevant equipment

2.5 Confirm with relevant authorised person the calculated and measured medication dosage to be administered

3. Administer medications safely

3.1 Administer medications appropriately, observing universal precautions and aseptic handling procedures, in line with organisation, legal and regulatory requirements

3.2 Prepare a hygienic and sanitised environment for the administration of medications

3.3 Assist in the administration of medications by appropriate methods and routes, observing standard precautions and in line with organisation, legal and regulatory requirements

3.4 Identify any adverse events or allergic reactions, including anaphylaxis, related to medication and take appropriate action in line with standard protocols

3.5 Dispose of used equipment, packaging, medical waste

ELEMENT**PERFORMANCE CRITERIA**

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and other products according to manufacturer's instructions, infection control and organisational procedures and policies

4. Instruct and monitor clients to self administer medication

4.1 Prepare, or assist client to prepare, medication for self administration as required

4.2 Demonstrate to client correct use of relevant equipment for self medication

4.3 Guide client through the process of self administration of medication and provide assistance as necessary

4.4 Confirm with the client the completion of self administration

4.5 Instruct and educate client to dispose of used equipment, packaging, medical waste and other products according to manufacturer's instructions, infection control and organisational procedures and policies

5. Document administration procedures

5.1 Keep client file up to date by completing all relevant records relating to the specific medication administered, including access, storage and disposal requirements

5.2 Store all relevant documentation securely according to organisation policies and procedures

Foundation Skills

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

Numeracy

- in order to reconstitute powdered medicine as a mixture using ratios
- in order to measure specified dosages of tablets and medicines for injection

Reading

- in order to interpret medicine manufacturer's specifications
- in order to access and use written information in approved product information sources relating to medications

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>