



Australian Government

HLTAMED003 Administer medications

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to administer medications to Aboriginal and/or Torres Strait Islander clients according to scope of medicines authority and clinical supervision arrangements established by the employing organisation.

It requires the ability to determine, check and confirm medication requirements, including calculating dosages, for individual clients. It covers clinical skills to administer medications and skills to instruct clients to self-administer their medications.

Medications can be prescribed, over the counter, traditional and bush medicines or complementary medicines.

This unit is specific to Aboriginal and/or Torres Strait Islander people working as health care practitioners. It can, under certain circumstances also apply to health workers. They work as part of a multidisciplinary primary health care team to provide primary health care services to Aboriginal and/or Torres Strait Islander clients.

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

Aboriginal and/or Torres Strait Islander health workers and practitioners must be authorised, by various regulatory processes, to administer medications. The authority to administer medications is not always linked to an individual's certification in this unit of competency. Current certification requirements should be checked with the local state or territory department of health and with the Aboriginal and Torres Strait Islander Health Practice Board of Australia (ATSIHPBA).

Pre-requisite Unit

Nil

Competency Field

Medications

Unit Sector

Aboriginal and/or Torres Strait Islander Health

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| <ol style="list-style-type: none"> 1. Interpret and clarify orders and instructions for medication.
 2. Prepare medication.
 3. Administer medications safely. | <ol style="list-style-type: none"> 1.1. Receive, interpret and clarify written and verbal orders and instructions for medications with medical practitioners or other senior health staff. 1.2. Check written and verbal medication instructions against published medications information. 1.3. Identify potential drug interactions and refer to authorised person. 1.4. Recognise client allergies and adverse drug reactions, and contraindications for client use of medications and refer to authorised person.
 2.1. Access medication according to organisational policies and procedures, regulatory requirements and within authority of own role. 2.2. Use medication charts and published medications information to determine and confirm appropriate route or method for administration of medication. 2.3. Correctly identify medication dosage in medication orders or calculate mathematically. 2.4. Measure required dose or volume of medication accurately using relevant equipment. 2.5. Confirm with authorised person the calculated and measured medication dosage to be administered.
 3.1. Prepare a hygienic and sanitised environment for administration of medications. 3.2. Use aseptic handling techniques and standard or universal infection control precautions according to medication requirements, organisational procedures and regulatory requirements. 3.3. Identify client, obtain informed consent and administer medications using correct route or method according to medication instructions. 3.4. Identify any adverse or allergic reactions, including anaphylaxis, and take appropriate action in line with standard treatment protocols. 3.5. Dispose of used equipment, packaging and medical waste according to product instructions and organisational policies and procedures for infection control. |
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| 4. Instruct and monitor clients to self-administer medication. | <p>4.1. Prepare, or assist client to prepare, medication for self-administration and explain why it is important to take medication as prescribed.</p> <p>4.2. Demonstrate to client infection control precautions and correct use of relevant equipment for self-medication.</p> <p>4.3. Guide client through self-medication process and provide assistance as necessary to support administration.</p> <p>4.4. Confirm with the client completion of self-administration.</p> <p>4.5. Instruct and educate client to dispose of used equipment, packaging and medical waste according to product instructions and infection control guidelines.</p> |
| 5. Complete documents for administration of medication. | <p>5.1. Update client records to include details of medication administered, access, dosage, and disposal information.</p> <p>5.2. Store all documentation securely according to organisation policies and procedures.</p> |

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

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| Reading skills to: | <ul style="list-style-type: none"> • interpret detailed and potentially complex organisational policies and procedures • interpret detailed and sometimes unfamiliar client records, medication instructions and potentially complex published medications information involving medication terminology and abbreviations. |
| Writing skills to: | <ul style="list-style-type: none"> • use fundamental sentence structure, medication terminology and abbreviations to complete forms and reports that require factual information. |
| Oral communication skills to: | <ul style="list-style-type: none"> • provide clear and unambiguous instructions to clients using plain language and terms easily understood • ask open and closed probe questions and actively listen to determine client understanding of instructions. |
| Numeracy skills to: | <ul style="list-style-type: none"> • extract, interpret, calculate and record numerical information of varying complexity for different types of medications • use fractions, percentages, ratios and volumes • interpret, use and communicate temporal data, including minutes, hours, days and weeks. |
| Self-management skills | <ul style="list-style-type: none"> • use critical thinking skills to evaluate implications and provide a considered response to adverse medication |

to: reactions.

Technology skills to:

- use digital devices and software to accurately record administration of medication.

Unit Mapping Information

This unit supersedes and is not equivalent to HLTAHW020 Administer medications.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>