



Australian Government

**Assessment Requirements for
HLTAMED004 Manage medications in
Aboriginal and/or Torres Strait Islander
primary health care**

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- for three Aboriginal and/or Torres Strait Islander clients, each with different conditions and medication needs:
 - make a recommendation for a medications management review involving an authorised practitioner, review outcomes and update client records
 - initiate treatment with medication using standard treatment protocols and practitioner consultation, and document all details in client records
- supervise the administration of medications:
 - respond to queries about each of the following client issues referred by health care workers:
 - contraindications for use of medications
 - potential drug interactions
 - adverse drug reactions
 - manage access to medications by authorised personnel on four occasions
 - check the accuracy of calculated and measured medication dosages prepared by health care workers on four occasions
 - check the accuracy of four records of medication administration completed by health care workers
- manage medication stock control:
 - discuss supply arrangements with suppliers on two occasions to manage supply and relationships
 - review stock on hand and process two bulk orders for medication stock
 - on receipt of two incoming deliveries, store and secure a total of six different types of medications including those that require refrigeration
 - rotate stock on two occasions
 - check existing stock for damaged and out of date medications on two occasions and dispose of two different types of medications safely
 - prepare and pack three different types of medications for transportation including one that requires cold chain management
 - document all details of stock control activities.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- the role of the Therapeutic Goods Administration (TGA) in classifying medicines into Schedules and what types of medicines are covered by each Schedule
- the role of Therapeutic Goods Orders in managing medicines, how to access these and maintain currency of knowledge
- local state or territory, and federal legal requirements, and associated organisational policies and procedures for:
 - labelling medications
 - dispensing medications
 - storing and maintaining security of medication stocks, and requirements for scheduled medicines
 - managing access to medications by authorised personnel
 - disposing of medication stocks, and requirements for scheduled medicines
 - documenting management of medications including requirements for client records, stock control and security
- legal and organisational responsibilities and role boundaries of Aboriginal and/or Torres Strait Islander health practitioners for:
 - authorising access to medications
 - monitoring and supervising primary health care workers in their administration of medications
 - assessing clients, initiating medication treatment and dispensing medications
- requirements for medical consultations prior to initiating treatment with medications:
 - types of practitioners who are authorised to provide advice and authorisation for treatment
 - methods that can be used to consult including phone, radio and video conference
 - information that must be documented in client records
- the role of authorised practitioners, including pharmacists in:
 - medication management reviews, including what these involve and how outcomes are documented and used
 - preparing dose administration aids
 - assisting with the management of medication stores
- stock control methods and associated documents used to:
 - manage risks in the control of medication stock
 - monitor patterns of medication usage
 - record stock levels, order stock and check incoming stock
 - organise medication stocks in a logical and accessible order
 - secure bulk stocks of medications
 - rotate stock for maximum use and minimum wastage
 - dispose of bulk amounts of medications safely

- optimum environmental storage conditions for commonly used medications:
 - temperature, light and humidity controls
 - differences between purpose built vaccine and domestic refrigerators
 - the importance of cold chain management in medication quality control
- methods used to prepare and pack medications for transport, including those for cold chain management.

Assessment Conditions

Skills must be demonstrated in a health service workplace within a multidisciplinary primary health care team, and under the supervision of an authorised member of the primary health care team.

Evidence of performance must be gathered:

- during on-the-job assessments in the workplace under live conditions while interacting with Aboriginal and/or Torres Strait Islander people and team members, or
- during off-the-job assessments in the workplace, not under live conditions, using simulated activities while interacting with Aboriginal and/or Torres Strait Islander people and team members.

Evidence of workplace performance can be gathered and reported through third party report processes. (Refer to the Companion Volume Implementation Guide for information on third party reporting.)

Evidence can be supplemented by assessments in a simulated workplace environment using simulated activities, scenarios or case studies only when:

- the full range of situations covered by the unit cannot be provided in the individual's workplace, or
- situations covered by the unit occur only rarely in the individual's workplace.

Assessment must ensure the use of:

- secure storage location and shelving for medications
- refrigerator dedicated to the storage of medications
- medications including those that require cold storage (placebo medications can be used for any simulated activities)
- packaging containers and materials for transportation of medications including those for cold chain management
- client records:
 - medication records
 - medication charts
- template stock control documentation including order, delivery and stock disposal documents, and stock control reports
- organisational policies and procedures for the management of medications in a health service or centre.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:

- be an Aboriginal and/or Torres Strait Islander person who has applied the skills and knowledge covered in this unit of competency through experience working as an Aboriginal and/or Torres Strait Islander health practitioner, or
- be a registered health practitioner with experience relevant to this unit of competency and be accompanied by, or have assessments validated by, an Aboriginal and/or Torres Strait Islander person.

Links

Companion Volume implementation guides are found in VETNet -

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