



Australian Government

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

Release: 1

HLTAMED004 Manage medications in Aboriginal and/or Torres Strait Islander primary health care

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to manage the use of medications for an Aboriginal and/or Torres Strait Islander primary health service or centre. It requires the ability to work with medical and pharmacy professionals to manage client medications, supervise health workers in their administration of medications, and to manage stocks of medications. It also covers skills to initiate client treatment using standard treatment protocols and in consultation with authorising practitioners.

This unit does not cover skills to assist clients to take medication or to administer medications. Those skills are covered by complementary units.

This unit applies to senior roles in Aboriginal and/or Torres Strait Islander organisations that provide primary health care and other support services to Aboriginal and/or Torres Strait Islander clients and communities. It is specific to Aboriginal and/or Torres Strait Islander people working as health practitioners.

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 practitioners must be authorised, by various regulatory processes, to initiate medications treatment and to manage and dispense medications. This authority 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

HLTAMED003 Administer medications

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.

1. Manage use of medications.
 - 1.1. Establish and maintain systems for managing medication administration in consultation with relevant health professionals and authorised persons.
 - 1.2. Refer individual medication regimens for regular review by authorised practitioner.
 - 1.3. Maintain accurate client records of medication use according to organisational policies and procedures.
2. Supervise administration of medications by health workers.
 - 2.1. Monitor appropriate use and administration of medication by health workers and manage access by authorised personnel.
 - 2.2. Support and instruct health care workers in the safe and efficacious use of medications
 - 2.3. Assist health workers to clarify indications and contraindications for client use of medications.
 - 2.4. Check accuracy of calculated and measured medication dosages prepared by health workers.
3. Initiate treatment with medication using standing orders and standard treatment protocols.
 - 3.1. Use standing orders and standard treatment protocols to assess client health need and identify medication options.
 - 3.2. Consult authorised practitioner as indicated by standing orders or standard treatment protocols and according to organisational policies.
 - 3.3. Dispense medications according to practitioner instructions, organisational policies and procedures and regulatory requirements.
 - 3.4. Update client records to include details of clinical assessment, consultation and treatment initiated.
4. Manage medication stock control.
 - 4.1. Establish and maintain relationships with medical practitioners, pharmacists and suppliers to support management of medication stores.
 - 4.2. Monitor usage patterns for medications to determine minimum working stock and standard orders.
 - 4.3. Check medication stock regularly and order required quantities at regular intervals.
 - 4.4. Store medications securely according to regulatory requirements, in correct environmental conditions and logical accessible order.
 - 4.5. Dispose of out of date and damaged stock safely and according to organisational procedures.

- 4.6. Prepare medications for transportation using cold chain management methods.
- 4.7. Maintain accurate records for all stock ordering and control processes.

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
Reading skills to:	<ul style="list-style-type: none">• interpret detailed and potentially complex organisational policies and procedures covering legal requirements for managing medications• interpret detailed and sometimes unfamiliar client records, medication instructions and standard treatment manuals 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">• ask open and closed probe questions using plain language and actively listen to determine client health need and medication options• provide clear and unambiguous information to consulting practitioners, and ask clear questions to seek 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• interpret and complete order, delivery and disposal documentation involving addition and multiplication calculations.

Unit Mapping Information

This unit supersedes and is not equivalent to HLTAHW071 Manage medicines in Aboriginal and/or Torres Strait Islander primary health care.

Links

Companion Volume implementation guides are found in VETNet -

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