



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTARO606C Prepare and dispense aromatic medicine**

**Release: 1**

## HLTARO606C Prepare and dispense aromatic medicine

### Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTARO606B Prepare and dispense aromatic medicine	HLTARO606C - Prepare and dispense aromatic medicine	Unit updated in V5. ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

### Unit Descriptor

#### Descriptor

This unit of competency describes the skills and knowledge required to prepare and dispense aromatic medicines according to a script prepared by an aromatic medicine practitioner

### Application of the Unit

#### Application

This competency unit requires an extensive level of knowledge of essential oils, including those suitable for ingestive purposes and a wide range of health conditions and must be undertaken within relevant legal and regulatory requirements, such as Therapeutic Goods Administration and state/territory drugs and poisons acts and regulations

### Licensing/Regulatory Information

Not Applicable

## Pre-Requisites

Not Applicable

## Employability Skills Information

**Employability Skills**                      This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

- |  |  |
|--|--|
| 1. Recognise common essential oils and aromatic extracts for use in individual prescriptions | 1.1 Identify <i>common</i> essential oils and aromatic extracts in natural and processed forms<br>1.2 Source essential oils and aromatic extracts through a reliable TGA licensed supplier   |
| 2. Prepare aromatic medicines  | 2.1 Identify and prepare <i>pharmaceutical ingredients and equipment</i><br>2.2 Prepare medicine is prepared according to the <i>guidelines and methodology</i> of aromatic medicine<br>2.3 Prepare <i>medicine according to clinic guidelines</i><br>2.4 <i>Take care</i> to prevent contamination of or by the medicine<br>2.5 <i>Label medicine and store correctly</i> |

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3. Dispense the medicine	<p>3.1 Identify and prepare <i>dispensing ingredients and equipment</i></p> <p>3.2 Obtain client consent for medicinal treatment strategy</p> <p>3.3 Dispense the required aromatic medicine in the <i>form</i> and quantity stipulated by the prescription/order</p> <p>3.4 <i>Take care</i> to prevent contamination of or by the medicine</p> <p>3.5 <i>Label medicine correctly</i></p> <p>3.6 Provide <i>instructions for taking the medicine</i> to the client</p> <p>3.7 Identify and explain <i>factors which have an effect on storage</i></p> <p>3.8 Dispense medicine according to clinic guidelines</p>
4. Control stock	<p>4.1 Obtain required materials from <i>acceptable and reputable sources</i></p> <p>4.2 Keep the pharmacy well stocked <i>according to clinic guidelines</i></p> <p>4.3 Identify <i>factors which have an effect on storage</i></p> <p>4.4 Store materials <i>according to clinic guidelines</i></p>
5. Complete documentation	<p>5.1 Record workplace <i>information</i> in the appropriate format</p> <p>5.2 <i>Label materials correctly</i></p>

## **Required Skills and Knowledge**

### **REQUIRED SKILLS AND KNOWLEDGE**

This describes the essential skills and knowledge and their level required for this unit.

## REQUIRED SKILLS AND KNOWLEDGE

### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Hygiene standards
- Aromatic medicine pharmacy
- Therapeutic actions of a selected range of compounds found in essential oils and aromatic extracts
- Factors that affect aromatic medicines in preparation and storage
- Aromatic medicine preparation from source materials
- Aromatic medicine dispensing principles and methods
- The preparation of dispensing media
- Internal preparations:
  - water-based preparations using dispersing agents
  - capsules
  - absorbent tablets
  - sublingual preparations
  - eye, ear, nose and throat preparations
  - inhalations
  - mixture with herbal tinctures
- Chemical and physical incompatibilities
- External therapy products:
  - both medicinal and domestic
  - baths, bath oils, creams, lotions, gels, sprays, irrigations, incenses, compresses, ointments, perfumes, poultices
- Standards of dispensing procedures
- Non-medicinal ingredients used in the preparation of aromatic medicines
- Prescription of medicines:
  - legal restrictions
  - Therapeutic Goods Act
  - health and safety
  - labelling requirements
  - restricted substances
  - principles of manufacturing
  - quality control procedures
- How the dispensing process affects the end product

## REQUIRED SKILLS AND KNOWLEDGE

- Quality characteristics to be achieved
- Process specifications, procedures and operating parameters
- Equipment and instrumentation components, purpose and operation

*continued ...*

### *Essential knowledge (contd):*

- Significance and methods of monitoring control points within the dispensing process
- Common causes of variation and corrective action required
- WHS hazards and controls
- Waste handling requirements and procedures
- Recording requirements and procedures
- Methods of administration for aromatic medicines

### *Essential skills:*

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Access workplace information to identify requirements for the dispensing process
- Confirm equipment status and condition
- Confirm supply of necessary materials and services to the dispensing process
- Correctly identify equipment and ingredients for aromatic medicine preparation and dispensing
- Describe extraction methods of essential oils and aromatic extracts and compositional and therapeutic differences between methods.
- Describe general plant anatomy
- Describe plant classifications
- Describe plant nomenclature
- Dispense medicines in a range of dosages
- Dispense medicines in accordance with official practice, clinic guidelines and relevant legislation
- Dispense medicines in accordance with the order/prescription
- Identify aromatic ingredients in raw form and/or natural habitat
- Identify essential oils and aromatic extracts listed in the range of variables
- Monitor the dispensing process and equipment operation to identify out-of-specification results or non-compliance

This may include:

- labelling

## REQUIRED SKILLS AND KNOWLEDGE

- stock flow/quantity
- measuring devices
- materials faults
- equipment faults
- service faults
- clean and sanitise equipment
- carry out routine maintenance
- Prepare medicines for clients in pharmaceutical forms e.g. capsules, emulsions, creams, ointments, suppositories, etc
- Take corrective action in response to out-of-specification results or non-compliance
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use botanical keys for plants

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this competency unit:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of performance in the workplace or a simulated workplace (defined as a supervised clinic) is essential for assessment of this unit
- Consistency of performance should be demonstrated over a range of workplace situations
- Assessment may contain both theoretical and practical components and examples covering a range of clinical situations
- Evidence is required of both knowledge and skills application
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions

## EVIDENCE GUIDE

as closely as possible

- Assessment must be undertaken by an assessor who has skills and knowledge to the standard required for recognition by an appropriate aromatherapy peak body
- Assessment of sole practitioners must include a range of clinical situations and different client groups covering at minimum, age, culture and gender
- Assessment of sole practitioners must consider their unique workplace context, including:
  - interaction with others in the broader professional community as part of the sole practitioner's workplace
  - scope of practice as detailed in the qualification and component competency units
  - holistic/integrated assessment including:
    - working within the practice framework
    - performing a health assessment
    - assessing the client
    - planning treatment
    - providing treatment

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
  - All workers should develop their ability to work in a culturally diverse environment
  - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
  - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities



## EVIDENCE GUIDE

### *Context of and specific resources for assessment:*

- An appropriately stocked and equipped clinic or simulated clinic environment
- Dispensing resources
- Relevant texts or medical manuals
- Relevant paper-based/video assessment instruments
- Appropriate assessment environment
- Skilled assessors

### *Method of assessment*

- Observation in the work place
- Written assignments/projects or questioning should be used to assess knowledge
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice.
- Clinical skills involving direct client care are to be assessed initially in a simulated clinical setting (supervised student clinics). If successful, a second assessment is to be conducted during workplace application under direct supervision.
- Explanations of technique

### *Related units:*

This unit should be assessed after or in conjunction with the following related unit:

- HLTIN504D Manage the control of infection

This unit should be assessed in conjunction with the following related unit:

- HLTARO607C Operate an aromatic medicine dispensary

## **Range Statement**

### **RANGE STATEMENT**

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

## RANGE STATEMENT

*Common herbs means at least 45 essential oils/aromatic extracts which must include but are not limited to:*

- Basil (*Ocimum basilicum*)
- Bergamot (*Citrus aurantium* var *bergamia*)
- Cardamon (*Elletaria cardomomum*)
- Carrot Seed (*Daucus carota*)
- Atlas Cedarwood (*Cedrus atlantica*)
- German Chamomile (*Matricaria recutita* CT bisabolol - steam distilled CO2 extract optional)
- Roman Chamomile (*Anthemis nobilis*)
- Cinnamon Bark (*Cinnamomum cassia* or *zeylanicum*)
- Clary Sage (*Salvia sclarea*)
- Clove Bud (*Sygyzium aromaticum*)
- Cypress (*Cupressus sempervirens*)
- Eucalyptus Australiana (*Eucalyptus radiata* ssp. *radiata*) OR
- Eucalyptus Blue Gum (*Eucalyptus globulus*) OR
- Eucalyptus Blue Mallee (*Eucalyptus polybractea*)
- Sweet Fennel (*Foeniculum vulgare* var *dulce*)
- Frankincense (*Boswellia carterii* Steam distilled (CO2 extract optional)
- Geranium (*Pelargonium graveolens*)
- Ginger (*Zingiber officinale* Steam distilled CO2 extract optional)
- Juniper Berry (*Juniperus communis* ssp *communis*)
- Lavender species, including:
  - Lavandins (*Lavandula intermedia* various clones)
  - Spike Lavender (*Lavandula latifolia*)
  - True Lavender (*Lavandula angustifolia*)
- Lemon (*Citrus limon*)
- Lemongrass (*Cympobogon flexuosus* or *citrates*)
- Mandarin (*Citrus reticulata*)
- Sweet Marjoram (*Origanum majorana*)

*Continued*

**RANGE STATEMENT**

*Common herbs means at least 45 essential oils/aromatic extracts which must include but are not limited to:*

- Melissa (Melissa officinalis)
- Myrrh (Commiphora molmol)
- Neroli (Citrus aurantium ssp amara)
- True Niaouli (Melaleuca quinquenervia CTI cineole) OR
- Cajeput (Melaleuca cajeputi)
- Nutme.g. (Myristica fragrans)
- Bitter Orange (Citrus aurantium ssp aurantium) OR
- Sweet Orange (Citrus sinensis)
- Oregano (Oreganum compactum or vulgare)
- Palmarosa (Cymbopogon martini var motia)
- Patchouli (Pogostemon cablin)
- Black Pepper (Piper nigrum)
- Peppermint (Mentha x piperita)
- Scotch Pine (Pinus sylvestris)
- Damask Rose (Rosa damascene)
- Rosewood (Aniba rosaeodora) OR
- Sweet Thyme (Thymus vulgaris CT linalool) OR
- Ho Leaf (Cinnamomum camphora HO-SHO) OR
- Coriander (Coriandrum sativum)
- Rosemary (Rosmarinus officinalis CT 1 camphor, CT 2 cineole&CT 3 verbenone)
- Wild Sage (Salvia officinalis)
- Sandalwood (Santalum album) OR
- Australian Sandalwood (Santalum spicatum)
- Spearmint (Mentha spicata)
- Spruce (Picea mariana) OR
- Fir (Abies balsamica or siberica)
- Tea Tree (Melaleuca alternifolia)
- Thyme Red (Thymus vulgaris CT thymol)
- Vetiver (Vetiveria zizanioides)
- Ylang Ylang (Cananga odorata forma genuina)

## RANGE STATEMENT

*Pharmaceutical ingredients and equipment may include but are not limited to:*

- Various essential oils and aromatic extracts
- Dispersing agents for essential oils and aromatic extracts:
- Vegetable oil
- Empty capsules
- Solid fats (such as cocoa butter or pharmaceutical products for making suppositories and pessaries)
- Absorbent tablets
- Suppository and pessary moulds
- Clean containers
- Measuring instruments: weighing scales, pipettes, beakers
- Blender
- Labels
- Protective clothing

*Guidelines and methodology refers to:*

- Published methodology in peer reviewed literature and/or official pharmacopœia where appropriate
- Methodology as described in writing by the prescribing practitioner
- Legal restrictions
- Therapeutic Goods Act and regulations
- Health and safety labelling requirements
- Methodology specific to preparing aromatic medicines e.g. scheduled herbs, testing of aromatic medicines
- Principles of manufacturing medicines

*Dispensing ingredients and equipment may include but is not limited to:*

- Various essential oils and aromatic extracts
- Measuring instruments
- Containers
- Scoops
- Labels
- Protective clothing

**RANGE STATEMENT**

*The form of the medicine may include but is not limited to:*

- Creams
- Capsules
- Emulsions
- Ointments
- Suppositories
- Pessaries
- Gels
- Dispersing agents (for emulsifying essential oils and aromatic extracts in water)
- Gargles
- Eye, ear and nasal preparations
- Medicated lozenges and honey for throat application

*Care is taken to prevent contamination means:*

- One medicine is dispensed at one time
- Medicines are made and prepared over an impervious surface
- Objects that come in contact with the medicine are cleaned or discarded
- Medicines which come in contact with contaminants are discarded
- The work space is well ventilated
- Direct contact between the practitioner and ingredients is avoided

*Clinic guidelines may include:*

- WHS guidelines
- Quality system guidelines
- Dispensing procedure
- Hygiene and waste guidelines
- Stock and storage procedures

*Instructions for taking the medicine refer to:*

- Mode of administration, e.g. external or internal
- Frequency of administration
- Factors which may interfere with the medicine, e.g. consumption of food, alcohol or tobacco concurrent use of allopathic medications
- Need to report incidences to the prescribing practitioner

**RANGE STATEMENT**

- Acceptable sources includes:*
- Aromatic medicine/aromatherapy manufacturers licensed with the Therapeutic Goods Administration
  - Overseas manufacturers
- Labelled correctly means:*
- According to legislative guidelines
  - According to clinic requirements
- Factors which may have an effect on the storage may include:*
- Heat above 50(c
  - Prolonged exposure to heat over 30(C
  - Prolonged exposure to sunlight
  - Prolonged exposure to air
- Workplace information may include:*
- Details of preparation and dispensing undertaken
  - Stock documentation
  - Details of person(s) conducting preparation and dispensing
  - Dispensing information for prescriptions

**Unit Sector(s)**

Not Applicable