



Australian Government

Department of Education, Employment and Workplace Relations

HLTHER606D Prepare and dispense western herbal medicine

Release: 1

HLTHER606D Prepare and dispense western herbal medicine

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTHER606C Prepare and dispense western herbal medicine	HLTHER606D Prepare and dispense western herbal medicine	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 western herbal medicines according to a script prepared by a western herbal medicine practitioner

Application of the Unit

Application

This unit applies to work in western herbal medicine

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 herbs for use in individual prescriptions | <ul style="list-style-type: none"> 1.1 Identify <i>common herbs</i> in natural and processed forms 1.2 Identify common herbs in their dried form 1.3 Source herbs through a reliable supplier |
| 2. Prepare herbal medicines | <ul style="list-style-type: none"> 2.1 Identify and prepare <i>pharmaceutical ingredients</i> and equipment 2.2 Prepare medicine according to the guidelines and methodology of herbal medicine 2.3 Prepare medicine according to clinic guidelines 2.4 Take care to prevent contamination of or by the medicine 2.5 Label and store medicine correctly |

ELEMENT	PERFORMANCE CRITERIA
3. Dispense the medicine	<ul style="list-style-type: none">3.1 Identify and prepare <i>dispensing ingredients</i> and equipment3.2 Dispense the required herbal medicine in the form and quantity stipulated by the prescription/order3.3 Take care to prevent contamination of or by the medicine3.4 <i>Label medicine correctly</i>3.5 Provide <i>instructions for taking the medicine</i> to the client3.6 Identify and explain factors which have an effect on storage3.7 Dispense medicine according to clinic guidelines3.8 Respond appropriately to client feedback and complaints
4. Control stock	<ul style="list-style-type: none">4.1 Obtain required materials from acceptable sources4.2 Keep the pharmacy well stocked according to clinic guidelines4.3 Identify factors which have an effect on storage4.4 Store materials according to clinic guidelines4.5 Maintain an alcohol register according to State regulations
5. Complete documentation	<ul style="list-style-type: none">5.1 Record <i>workplace information</i> in the appropriate format5.2 Label materials correctly

Required Skills and Knowledge

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

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:

- Biochemic and bioenergetic remedies, cold extracts, cordials, decoctions, essences, herbal honeys, infusions, methaglyns, oxymels, powders, spagyric technique, succus, syrups, tinctures
- Chemical and physical incompatibilities
- Common causes of variation and corrective action required
- Culinary plants, common herbal teas, medicinal preparations
- Equipment and instrumentation components, purpose and operation
- External therapy products:
 - both medicinal and domestic
 - baths, bath oils, creams, dyes, fomentations, incenses, aromatherapy products, compresses, ointments, perfumes, pomanders, potpourri, poultices
- Factors that affect herbal medicines in preparation and storage
- Herbal medicine dispensing principles and methods
- Herbal medicine pharmacy
- Herbal medicine preparation from source materials
- How the dispensing process affects the end product
- Hygiene standards
- Internal preparations:
 - Methods of administration for herbal medicines
- Work health and safety (WHS) hazards and controls
- Prescription of medicines:
 - legal restrictions
 - Therapeutic Goods Act
 - health and safety
 - labelling requirements
 - restricted substances
 - principles of manufacturing
 - quality control procedures
- Process specifications, procedures and operating parameters
- Quality characteristics to be achieved
- Recording requirements and procedures
- Significance and methods of monitoring control points within the dispensing process
- Standards of dispensing procedures
- The non-medicinal ingredients used in the preparation of herbal medicines
- The preparation of dispensing media
- Waste handling requirements and procedures

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 herbal medicine preparation and dispensing
- 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 herbal ingredients in raw form and/or natural habitat
- Identify herbal ingredients in their dried form where appropriate for medicine preparation
- Identify herbs listed in the range of variables
- Monitor the dispensing process and equipment operation to identify out-of-specification results or non-compliance, which may include:
 - carry out routine maintenance
 - clean and sanitise equipment
 - equipment faults
 - labelling
 - materials faults
 - measuring devices
 - service faults
 - stock flow/quantity
- Prepare medicines for clients in pharmaceutical forms eg capsules, emulsions, creams, ointments, suppositories
- 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
- Utilise general plant identification techniques

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
- 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

EVIDENCE GUIDE

Context of and specific resources for assessment

- Assessment should replicate workplace conditions as far as possible
- Simulations may be used to represent workplace conditions as closely as possible
- Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible
- Resources essential for assessment include:
 - 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 and practical demonstration in the work place (if possible)
- Written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
- Questioning
- Role play simulation
- Explanations of technique

EVIDENCE GUIDE

- 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

Related units:

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

- HLTIN301C Comply with infection control policies and procedures

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

Recognition and identification of common herbs means:

- For each herbal medicine listed below, the following must be covered:
 - botanical name
 - common name(s)
 - part used
 - known active constituents
 - actions
 - indications
 - cautions
 - contraindications
 - preparation and
 - dosage.

Common herbs List A:

(All plants listed must be taught - total of 98 medicines)

- Achillea millefolium Yarrow, Milfoil
- Aesculus hippocastanum Horse Chestnut
- Albizia lebbek Albizia
- Allium sativum Garlic
- Althaea officinalis Marshmallow
- Angelica archangelica Angelica
- Apium graveolens Celery
- Arctium lappa Burdock
- Arctostaphylos uva-ursi Bearberry
- Artemisia absinthium Wormwood
- Avena sativa Oats
- Baptisia tinctoria Wild indigo
- Berberis vulgaris Barberry
- Calendula officinalis Pot Marigold, Calendula
- Capsella bursa-pastoris Shepherd's Purse
- Capsicum minimum Capsicum, cayenne
- Cassia angustifolia Senna
- Chamaelirium luteum False Unicorn Root
- Chelidonium majus Greater celandine
- Cimicifuga racemosa Black Cohosh
- Commiphora molmol Myrrh
- Crataegus oxycantha/C. monogyna Hawthorn
- Cynara scolymus Globe artichoke

continued ...

RANGE STATEMENT

*Common herbs List A:
(contd)*

*(All plants listed must be taught -
total of 98 medicines)*

- Dioscorea villosa Wild Yam
- Drosera rotundifolia/D. longifolia Sundew
- Echinacea angustifolia/E. purpurea/E. pallida
Echinacea
- Eleutherococcus senticosus Siberian ginseng
- Elytrygia repens (previously Agropyron repens)
Couch grass
- Equisetum arvense Horsetail
- Eupatorium perfoliatum Boneset
- Euphorbia hirta Asthma Weed
- Euphrasia officinalis Eye bright
- Filipendula ulmaria Meadowsweet
- Foeniculum vulgare Fennel
- Fucus vesiculosus Bladderwrack
- Galega officinalis Goat's rue
- Galium aparine Clivers
- Gentiana lutea Gentian
- Geranium maculatum Cranesbill
- Ginkgo biloba Ginkgo
- Glycyrrhiza glabra Licorice
- Grindelia robusta/G. camporum Grindelia
- Gymnema sylvestre Gymnema
- Hamamelis virginiana Witch hazel
- Hemidesmus indicus Hemidesmus
- Humulus lupulus Hops
- Hydrastis canadensis Golden Seal
- Hypericum perforatum St John's wort
- Inula helenium Elecampane
- Iris versicolor Blue flag
- Lavandula officinalis Lavender
- Leonurus cardiaca Motherwort
- Linum usitatissimum Linseed, Flaxseed
- Lycopodium virginicum Bugleweed, Gypsyweed
- Marrubium vulgare White horehound
- Matricaria recutita Chamomile
- Melissa officinalis Lemon balm
- Mentha x piperita Peppermint
- Olea europea Olive leaf

continued ...

RANGE STATEMENT

RANGE STATEMENT

*Common herbs List A:
(contd)*

*(All plants listed must be taught -
total of 98 medicines)*

- Panax ginseng Panax
- Passiflora incarnata Passionflower
- Phytolacca decandra/P. americana Poke root
- Piper methysticum Kava kava
- Piscidia erythrina Jamaican dogwood
- Plantago lanceolata Ribwort
- Prunus serotina Wild cherry bark
- Rhamnus purshiana Cascara
- Rheum palmatum Rhubarb
- Rosmarinus officinalis Rosemary
- Rubus idaeus Raspberry leaf
- Rumex crispus Yellow dock
- Salix alba White willow
- Salvia officinalis Sage
- Sambucus nigra Elder
- Scutellaria lateriflora Skullcap
- Serenoa serrulata/S. repens Saw Palmetto
- Silybum marianum St Mary's Thistle
- Solidago virgaurea Golden rod
- Stellaria media Chickweed
- Tanacetum parthenium Feverfew
- Taraxacum officinale folia Dandelion leaves
- Taraxacum officinale radix Dandelion root
- Thymus vulgaris Thyme
- Tilia spp. Lime flower
- Trifolium pratense Red clover
- Trigonella foenum-graecum Fenugreek
- Ulmus rubra Slippery elm
- Urtica dioica/U. urens Nettle
- Vaccinium myrtillus Bilberry
- Valeriana officinalis Valerian
- Verbascum thapsus Mullein
- Verbena officinalis Vervain
- Viburnum opulus Cramp bark
- Viola odorata Sweet violet
- Vitex agnus-castus Chaste tree
- Zanthoxylum clava-herculus/Z. americanum Prickly ash
- Zea mays Corn silk
- Zingiber officinale Ginger

RANGE STATEMENT

RANGE STATEMENT

Common herbs List B:

(A selection of at least 20% of these medicinal plants must be taught - minimum of 24 medicines)

- Adhatoda vasica Adhatoda
- Agrimonia eupatoria Agrimony
- Alchemilla vulgaris Lady's mantle
- Aletris farinosa True unicorn root
- Allium cepa Onion
- Aloe spp. Aloe Vera
- Andrographis paniculata Andrographis
- Armoracia rusticana Horseradish
- Anemone pulsatilla (Pulsatilla vulgaris) Pulsatilla
- Anethum graveolens Dill
- Angelica polymorpha (previously A. sinensis) Dong quai
- Arnica montana Arnica
- Artemisia annua Chinese wormwood
- Artemisia vulgaris Mugwort
- Asclepius tuberosa Pleurisy root
- Asparagus racemosa Shatavari
- Astragalus membranaceus Astragalus
- Atractylodes macrocephala Atractylodes
- Azadirachta indica Neem
- Bacopa monniera Bacopa
- Ballota nigra Black horehound
- Barosma betulina (Agathosma betulina) Buchu
- Berberis aquifolium Oregon mountain grape
- Berberis aristata Indian Barberry
- Betula spp Birch
- Boswellia serrata Boswellia
- Bupleurum falcatum Bupleurum
- Camellia sinensis Green tea
- Carica papaya Paw paw
- Carum carvi Caraway
- Caulophyllum thalictroides Blue cohosh
- Centella asiatica Gotu Kola
- Chionanthus virginicus Fringe tree
- Cinnamomum zeylanicum/C. cassia Cinnamon
- Citrus reticulata Chen pi
- Cnicus benedicta Blessed thistle
- Codonopsis pilosula Codonopsis
- Cola nitida/C. vera Kola
- Coleus forskohlii Coleus

RANGE STATEMENT

continued ...

RANGE STATEMENT

*Common herbs List B:
(contd)*

*(A selection of at least 20% of
these medicinal plants must be
taught - minimum of 24
medicines)*

- Corydalis ambigua Corydalis
- Crataeva nurvala Crataeva
- Curcuma longa Turmeric
- Elletaria cardamomum Cardamon
- Epilobium parviflorum Willow Herb
- Eschscholzia californica Californian poppy
- Eucalyptus globulus Eucalyptus
- Eupatorium purpureum Gravel root
- Fumaria officinalis Fumitory
- Harpagophytum procumbens Devil's claw
- Hedera helix Ivy
- Hydrangea arborescens Hydrangea
- Hyssopus officinalis Hyssop
- Inula racemosa Indian inula
- Juglans cinerea Butternut
- Juglans nigra Black walnut
- Juniperus communis Juniper
- Lamium album White dead nettle
- Larrea mexicana Chaparral
- Leptandra virginica Black root
- Lomatium dissectum Lomatium
- Medicago sativa Alfalfa/Lucerne
- Mentha pulegium Pennyroyal
- Mitchella repens Squaw vine
- Myrica cerifera Bayberry
- Nepeta cataria Catmint
- Nepeta hederacea Ground Ivy
- Nymphaea odorata White pond lily
- Oenothera biennis Evening primrose
- Paeonia lactiflora Peony
- Panax notoginseng Tienchi Ginseng
- Papaya carica Paw Paw leaves
- Parietaria diffusa Pellitory of the wall
- Petroselinum crispum Parsley
- Phyllanthus amarus Phyllanthus
- Picrorrhiza kurroa Picrorrhiza
- Pimpinella anisum Aniseed
- Piper longum Long pepper
- Plantago major Plantain

continued ...

RANGE STATEMENT

RANGE STATEMENT

*Common herbs List B:
(contd)*

*(A selection of at least 20% of
these medicinal plants must be
taught - minimum of 24
medicines)*

- Plantago psyllium/P. ovata Psyllium
- Pneumus boldus Boldo
- Polygala tenuifolia Polygala
- Polygonum bistorta Bistort
- Polygonum multiflorum Polygonum
- Populus tremuloides Trembling poplar
- Poria cocos Hoelen
- Portulaca oleracea Pigface
- Quercus robur Oak bark
- Ranunculus ficaria Pilewort
- Rehmannia glutinosa Rehmannia
- Rosa canina Rosehips
- Rumex acetosa Sheep's sorrel
- Ruscus aculeatus Butcher's broom
- Ruta graveolens Rue
- Salvia miltiorrhiza Dan Shen
- Sanguinaria canadensis Blood root
- Schisandra chinensis Schisandra
- Scrophularia nodosa Figwort
- Scutellaria baicalensis Baical skullcap
- Smilax spp. Sarsaparilla
- Solanum dulcamara Bittersweet
- Stachys betonica (Betonica officinalis) Wood betony
- Stephania tetrandra Stephania
- Stillingia sylvatica Queen's delight
- Tabebuia avellanedae Pau D'arco
- Thuja occidentalis Thuja
- Tribulus terrestris Tribulus
- Trillium erectum Beth root
- Tropaeolum majus Nasturtium
- Turnera diffusa Damiana
- Tylophora indica Tylophora
- Uncaria tomentosa Cat's claw
- Vaccinium macrocarpon Cranberry
- Valeriana edulis Mexican valerian
- Viburnum prunifolium Black haw
- Vinca major Greater periwinkle

continued ...

RANGE STATEMENT

*Common herbs List B:
(contd)*

*(A selection of at least 20% of
these medicinal plants must be
taught - minimum of 24
medicines)*

- Vinca minor Lesser periwinkle
- Viola tricolor Heartsease
- Viscum album Mistletoe
- Withania somnifera Withania
- Zizyphus jujuba/Z. spinosa Chinese date

RANGE STATEMENT

*Common herbs List C -
Scheduled or Restricted Herbs*

(A selection of 50% of the plants listed must be taught in overview, or be required to be researched by the student - minimum of 15 medicines)

- *Aconitum* spp Aconite
- *Acorus calamus* Sweet flag
- *Aloysia triphylla* Lemon verbena
- *Ammi visnaga* Khella
- *Aristolochia* spp Aristolochia
- *Atropa belladonna* Deadly nightshade
- *Borago officinalis* Borage
- *Cannabis sativa* Cannabis
- *Cephaelis ipecacuanha* Ipecac
- *Cinchona* spp Peruvian bark
- *Colchicum autumnale* Autumn crocus
- *Convallaria majalis* Lily of the valley
- *Datura stramonium* Thorn apple
- *Digitalis lanata/D. purpurea* Foxglove
- *Ephedra* spp. Ephedra, Ma huang
- *Gelsemium sempervirens* Yellow jasmine
- *Hyoscyamus niger* Henbane
- *Lobelia inflata* Indian tobacco
- *Mandragora officinarum* Mandrake
- *Melilotus officinalis* Sweet clover
- *Papaver somniferum* Opium poppy
- *Petasites officinalis* Butter burr
- *Pulmonaria officinalis* Lungwort
- *Rauwolfia serpentina* Indian snake root
- *Sarothamnus scoparius* Broom
- *Strychnos nux vomica* Poison nut
- *Symphytum officinalis* Comfrey
- *Tanacetum vulgare* Tansy
- *Tussilago farfara* Coltsfoot
- *Urginia maritima* Squill

RANGE STATEMENT

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

- Various raw or prepared herbs
- Different extraction medium which may include:
 - water
 - vinegar
 - wine
 - alcohol
 - ether
 - glycerol
 - oil
- Mortar and pestle
- Clean containers
- Measuring instruments
- Percolator, press and blender
- Containers
- Scoops
- 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 herbal medicines eg scheduled herbs, testing of herbal medicines
- Principles of manufacturing medicines

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

- Various raw or prepared herbs
- 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
- Tinctures
- Extracts
- Pessaries

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

RANGE STATEMENT

Acceptable sources includes:

- Herbal medicine manufacturers listed in the Therapeutic Goods Administration
- Overseas manufacturers
- Collected and prepared from natural sources after ascertaining that the plant material is uncontaminated by pesticides or other contaminants

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

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