



Australian Government

Department of Education, Employment and Workplace Relations

HLTMAP404B Maintain medication stocks in a medical practice

Release: 1

HLTMAMP404B Maintain medication stocks in a medical practice

Modification History

Not Applicable

Unit Descriptor

Descriptor

This competency unit describes the skills and knowledge required to safely and competently store and maintain medications in a medical practice as directed by the doctor and within legislative requirements

Application of the Unit

Application

The skills and knowledge addressed in this competency unit must be applied strictly in line with relevant State/Territory legislative and regulatory requirements

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

1. Maintain medication stocks

PERFORMANCE CRITERIA

1.1 Conduct an *inventory* of medications and order medications as required in line with instructions from medical practitioner

1.2 Store medications according to manufacturers' recommendations

1.3 Take appropriate action to ensure medications beyond expiry date are not used, in line with practice guidelines

1.4 Dispose of medications in accordance with regulatory requirements

1.5 Monitor and maintain cold chain

1.6 Monitor and update medication stock in the *health care* practitioner's bag(s) in line with instructions from health care practitioner

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|--|---|
| 2. Maintain documentation as per legislative requirements and practice protocols | 2.1 <i>Document</i> medications administered accurately and promptly in client record as required under supervision of health care practitioner |
| | 2.2 Maintain practice log books of medications as per legislative requirements |
| | 2.3 Maintain accurate documentation of cold chain management |

Required Skills and Knowledge

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:

- Basic *pharmacology*, including major medication categories
- Emergency medical procedures
- Infection control and standard precautions (as in unit HLTIN301A: Comply with infection control policies and procedures in health work)
- Medication-related *matters*, including:
 - Consumer Medicine Information (CMI)
 - dosage administration aids
 - medical terminology
 - Medication Action Plans
- Occupational health and safety principles
- Practice protocols
- Relevant legislation, industry standards and codes of practice, including:
 - APAC Guiding Principles to Achieve Continuity in Medication Management
 - immunisation schedules
 - organisation policies, procedures and protocols relating to medical assisting work

REQUIRED SKILLS AND KNOWLEDGE

- RACGP Standards for General Practices
- Standard for the Uniform Scheduling of Drugs and Poisons
- various state health acts and regulations; drugs, poisons and controlled substances acts and regulations
- Scope of own medical assisting role
- Waste management

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:

- Interact appropriately with members of the health care team as well as clients from a range of social, cultural and religious backgrounds and physical and mental abilities
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use medical equipment safely and correctly
- Use literacy skills to:
 - accurately interpret procedures and policies
 - document information appropriately in medical records.
- Use language skills to:
 - relay information
 - use appropriate medical terminology and grammar
- Use communication skills to:
 - provide information clearly
 - receive and provide constructive feedback
 - understand complex instructions and take appropriate action in timely manner
- Use numeracy skills required to accurately take inventory

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.

EVIDENCE GUIDE

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
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- 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 as closely as possible

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 holistically with other medical assisting units of competency

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.

Health care practitioner is:

- Registered Nurse
- Medical practitioner/doctor/specialist

Inventory may include medications:

- In doctor's bag
- In vaccine fridge
- In drug cupboards
- Pharmaceutical company samples

Emergency equipment and supplies may include:

- Crash cart
- Defibrillator
- Oxygen tank with mask or nasal prongs
- Laryngoscope
- Endotracheal tubes
- Ambu-bag
- Emergency medications
- IV equipment and fluids
- ECG
- Syringes and needles
- Nebuliser

RANGE STATEMENT

Instructions may include:

- Verbal
- Practice Protocols
- Written
- By phone
- Via electronic means

Documentation may include:

- Recording information under supervision of the health care practitioner, in client's computerised or physical medical record, immunisations record/card, babybook, etc, including:
 - date and time of administration
 - procedure performed
 - administered by
 - consent obtained
 - name of medication
 - medication strength and form
 - batch and/or lot number
 - expiry date
 - dosage given
 - details of administration method
 - site of administration
 - any adverse reactions
 - medical assistant's signature, name or initials

Unit Sector(s)

Not Applicable