



Australian Government

HLTAHW015 Work under instructions to support the safe use of medication

Release: 2

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Modification History

Release	Comments
Release 2	Updated: • assessor requirements statement • foundation skills lead in statement • licensing statement • modification history to reflect 2012 standards Equivalent outcome.
Release 1	This version was released in <i>HLT Health Training Package release 1.0</i> and meets the requirements of the 2012 Standards for Training Packages.

Application

This unit describes the knowledge and skills required by Aboriginal and/or Torres Strait Islander Health Workers to support clients to use medication safely and under instruction.

The unit addresses the provision of physical assistance to take or receive medication. It may involve assisting or supporting the client with prescribed and/or over-the-counter medications, traditional and bush medicines, and complementary medicines.

This unit does not allow the individual worker to determine or calculate dosage of medication.

This unit applies to Aboriginal and/or Torres Strait Islander Health Workers working as part, and under the supervision, of a multidisciplinary primary health care team to provide a range of primary health care services to Aboriginal and/or Torres Strait Islander clients and communities.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

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1. Confirm scope of own role in relation to medication

- 1.1 Confirm own role within a primary health care team to support the safe use of medication
- 1.2 Identify lines of supervision and authority for reporting and clarifying issues within job role
- 1.3 Identify legal and ethical boundaries and responsibilities relating to own job role
- 1.4 Discuss and confirm contingency procedures for emergencies from performance of the job role
- 1.5 Clarify any concerns or queries relating to scope of job role with relevant supervisor and/or member of primary health care team

2. Obtain instructions about medication

- 2.1 Gather all relevant information about client's medication requirements
- 2.2 Discuss gathered information with appropriate member/s of primary health care team to confirm medication requirements
- 2.3 Confirm instructions for medication with primary health care team
- 2.4 Clarify any aspect of instructions as required

3. Communicate with the client about medication requirements

- 3.1 Communicate in a culturally appropriate and safe manner with the client and/or significant others at all times
- 3.2 Explain the purpose of medication to the client
- 3.3 Encourage the client and/or significant others to ask questions to promote understanding of the medication's purpose
- 3.4 Confirm the client's understanding of the medication required to obtain informed consent
- 3.5 Seek clarification and assistance from primary health care team as required
- 3.6 Document client's informed consent in client

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records according to organisational procedures and policies

4. Follow instructions to support safe use of medication

- 4.1 Explain the medication dosage to the client
- 4.2 Assist client to measure out dosage required according to instructions
- 4.3 Assist the client to use medication in correct way according to instructions
- 4.4 Confirm the client has taken the medication
- 4.5 Observe the client for any immediate abnormal physical reaction and advise primary health care team as required
- 4.6 Document the medication taken in client records according to organisational procedures and policies

5. Support client's storage and transport of medication

- 5.1 Explain to client how the medication must be stored and the purpose of correct storage
- 5.2 Confirm the client's understanding of storage requirements
- 5.3 Confirm the client has an appropriate place for storing medication
- 5.4 Explain to the client how to transport medication if medication must be moved
- 5.5 Document all information given to the client about storage and transport of medication

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Numeracy • in order to explain the medication dosage to the client and record the medication taken

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for HLTAHW015 Work under instructions to support the safe use of medication

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has:

- supported at least five clients in the safe use of medication by:
 - clarifying own role in relation to supporting clients to use over-the-counter and prescribed medication safely
 - gaining instructions for each client's use of medication and clarifying any concerns with primary health care team
 - using culturally appropriate and safe communication skills to support each client's understanding of the medication's purpose and instructions for safe use
 - supporting each client to safely use medication by following instructions
 - confirming all actions with appropriately authorised practitioner
 - correctly documenting each stage of the process according to organisational procedures and policies.

Knowledge Evidence

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 work role. These include knowledge of:

- organisational policies and procedures and legislation or regulations relating to:
- client confidentiality
- referral, including various levels of urgency, and follow-up of client
- mandatory reporting
- notifiable diseases
- limits of own ability and authority
- reporting procedures
- documentation
- organisational procedures, and legal and ethical requirements impacting on own role in supporting medication usage
- appropriate handling and storage of medications, including the importance of cold chain storage
- basic knowledge of commonly used medicines/drugs, including prescribed and over-the-counter medications
- basic knowledge of common terms and abbreviations used in relation to medication
- use of equipment to support medication administration
- required infection control procedures
- expected effects of medications being used, the consequences of incorrect use of medication and of main reasons for errors in medication administration
- understanding of duty of care in assisting clients to safely use medication within scope of own work role
- basic knowledge of how medications can impact on the anatomy and physiology of major body systems, relevant organs and their functions, including:
 - cardio-vascular system (including heart, arteries and veins)
 - respiratory system (including lungs, nose, mouth, throat)
 - senses (including sight, hearing, smell, touch, taste and equilibrium)
 - skin and integumentary system (including skin layers, hair and nails)
 - digestive and gastro-intestinal system (including stomach, intestines, bowel)
 - nervous system (including brain and nerves)
 - circulatory system (including arteries, veins)
 - genitourinary system (including male and female genital and reproductive systems)
 - endocrine system (including glands and hormones)
 - musculoskeletal system (skull, skeleton, muscles, body tissue)
- common conditions and presenting problems associated with major body systems and relevant organs.

Assessment Conditions

Skills must be demonstrated working:

- in a health service or centre
- as part of, and under the supervision of, a multidisciplinary primary health care team
- with Aboriginal and/or Torres Strait Islander clients and communities.

In addition, simulations and scenarios must be used where the full range of contexts and situations cannot be provided in the workplace or may occur only rarely. These are situations relating to emergency or unplanned procedures where assessment in these circumstances would be unsafe or is impractical.

Simulated assessment environments must simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment, including medication dispensing devices and support tools.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Assessment must be undertaken by a workplace assessor who has expertise in this unit of competency and who is:

an Aboriginal and/or Torres Strait Islander Health Worker or:

- accompanied by an Aboriginal and/or Torres Strait Islander person who is a recognised member of the community with experience in primary health care.

Links

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