



Australian Government

HLTAHW020 Administer medications

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. Significant changes to elements and performance criteria. New evidence requirements for assessment, including volume and environment requirements.

Application

This unit covers the required skills and knowledge to administer medication to Aboriginal and/or Torres Strait Islander clients. It involves determining the medication requirements of an individual client, calculating dosage and performing the clinical skills necessary to administer the required medication. It also involves supporting a client to self administer medication.

This unit applies to Aboriginal and/or Torres Strait Islander health workers with the relevant authority in their state or territory to administer medication.

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.

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

1. Interpret and clarify orders and instructions for

1.1 Receive, correctly interpret and clarify written and verbal orders and instructions for medications with medical

ELEMENT**PERFORMANCE CRITERIA**

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medication

practitioners and other senior health staff

1.2 Identify potential drug interactions and refer to an appropriately authorised person

1.3 Check written and verbal medication instructions against published medications information resources

1.4 Recognise special precautions and contraindications with the use of particular medications and refer to an appropriate person

2. Prepare medication

2.1 Access medication according to organisational procedures and policies and within scope of own role and legislative requirements

2.2 Use published medications resources to determine the appropriate route or method for administration of medication

2.3 Correctly identify medication dosage in standard treatment manual or calculate mathematically

2.4 Measure out required dose or volume of medication accurately using required and/or relevant equipment

2.5 Confirm with relevant authorised person the calculated and measured medication dosage to be administered

3. Administer medications safely

3.1 Administer medications appropriately, observing universal precautions and aseptic handling procedures, in line with organisation, legal and regulatory requirements

3.2 Prepare a hygienic and sanitised environment for the administration of medications

3.3 Assist in the administration of medications by appropriate methods and routes, observing standard precautions and in line with organisation, legal and regulatory requirements

3.4 Identify any adverse events or allergic reactions, including anaphylaxis, related to medication and take appropriate action in line with standard protocols

3.5 Dispose of used equipment, packaging, medical waste

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

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and other products according to manufacturer's instructions, infection control and organisational procedures and policies

4. Instruct and monitor clients to self administer medication

4.1 Prepare, or assist client to prepare, medication for self administration as required

4.2 Demonstrate to client correct use of relevant equipment for self medication

4.3 Guide client through the process of self administration of medication and provide assistance as necessary

4.4 Confirm with the client the completion of self administration

4.5 Instruct and educate client to dispose of used equipment, packaging, medical waste and other products according to manufacturer's instructions, infection control and organisational procedures and policies

5. Document administration procedures

5.1 Keep client file up to date by completing all relevant records relating to the specific medication administered, including access, storage and disposal requirements

5.2 Store all relevant documentation securely according to organisation policies and procedures

Foundation Skills

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

Numeracy

- in order to reconstitute powdered medicine as a mixture using ratios
- in order to measure specified dosages of tablets and medicines for injection

Reading

- in order to interpret medicine manufacturer's specifications
- in order to access and use written information in approved product information sources relating to medications

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 HLTAHW020 Administer medications

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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

- administered medication by each of the following routes or methods at least once:
 - oral
 - sublingual/buccal
 - dry powder inhalers
 - metered dose/spacer inhalers
 - nebulisers
 - oxygen therapy
 - topical medications
 - suppositories
 - subcutaneous injection
 - intramuscular injections
 - intravenous injections

- Z-track injections
- intravenous infusion/cannulation fluid
- safely administered medication on at least three occasions to a range of clients across the lifespan by
 - observing and applying the Six Rights of Medication, being:
 - Right person
 - Right dose
 - Right route
 - Right medication
 - Right time
 - Right documentation
 - consulting and confirming actions with an authorised practitioner at all relevant times
 - determining medication requirements, including:
 - consulting client and other relevant support persons for medication history and allergies
 - reviewing relevant documentation
 - identifying options, active ingredients, indications, contraindications, precautions, side effects, interactions of medications and accurate client information
 - maintaining records of client medication
 - interpreting orders and instructions for medication, including:
 - receiving written and verbal orders and instructions from authorised persons/practitioners
 - documenting orders and correctly interpreting them
 - consulting medical practitioners and senior health staff for clarification on medication instructions
 - using published medication references and resources to where appropriate
 - referring queries of potential drug interactions and contraindications to appropriate personnel
 - where appropriate, supporting clients in their choice, access to and use of traditional and western medications including:
 - providing information to clients on mechanisms of action, dosing and possible side effects
 - identifying, supporting and promoting traditional/bush medications and traditional healers
 - providing and explaining Consumer Medications Information to clients
 - instructing clients on self-administration of medications
 - documenting administration of medication according to legislative requirements and organisation 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 identified work role.

This includes knowledge of:

- The Six Rights of Medication, being:
 - Right person
 - Right dose
 - Right route
 - Right medication
 - Right time
 - Right documentation
- differences between generic and trade names for medication
- application of standard and additional precautions in the administration of medications
- awareness and application of infection control and sterile environment policies and procedures
- understanding of medication commonly used and effects on the body
- pathophysiology associated with these systems, including acute chronic condition and conditions associated with a specific body system
- pharmacology to address pathophysiology, including:
 - antibiotics
 - analgesics
 - contra indications
 - complications
 - psychiatric medications
 - oral hypoglycaemics
 - insulin
- awareness of reaction to medication administration, including:
 - indications
 - contraindications
 - complications
 - adverse effects
 - interactions
- presenting symptoms and signs that may impact on medication administration, including:
 - bruising, swelling, cuts and abrasions
 - appearance of eyes, ears, mouth and gums
 - blood pressure, respirations and temperature
 - emotional and mental state
- correct techniques for medication preparation and administration for adults and children by the following routes or methods:

- oral medication, including counting of tablets, preparation of syrups using graduated measure and/or syringes, Webster Packs, scored tablets, cutting devices and dosette boxes
- sublingual/buccal, including usage of unopened and dated medication
- dry powder, metered dose and spacer inhalers, including operation of accuhalers and aerolisers
- nebulisers and oxygen therapy, including selection of appropriate equipment selection (oxygen cylinder or air pump)
- topical and transdermal medications, including prevention of self absorption
- suppositories, including use of lubricant and client positioning
- subcutaneous injections, including preparation of syringe and angle degree for insertion
- intramuscular and Z-track injections, including correct sites for babies, children and adults for injection, preparation of syringe and angle degree for insertion
- intravenous injections, infusion/cannulation including required equipment, inspection and preparation of cannula site, and follow up observation
- management of cold chain medications including differences between and use of purpose built vaccine and domestic refrigerators, transport and storage
- anaphylaxis management, including checking for signs of moderate or severe anaphylaxis and possible causes
- organisational, legislative and regulatory requirements for transport, storage, use, dispensing and safe disposal of medications
- different methods of medication administration and reactions for adults and children
- requirements of the Pharmaceutical Benefits Scheme (PBS)
- Quality Use of Medicines and the Consumer Medication Information
- National Medication access and review initiatives for Aboriginal/Torres Strait Islander people
- special considerations in use of medications, including:
 - complicating factors of chronic illness
 - pregnancy and lactation
 - renal impairment
 - anti-coagulant therapy
 - potential drug interactions
 - babies, children, adults and the elderly
 - informed consent and understanding of the client
- types of locally available/used traditional bush medications and their uses, benefits, side effects and interaction with other medications
- complementary roles of traditional or bush healers

Assessment Conditions

Unless state or territory legislation prevents practice in the workplace, skills must be demonstrated working

- in a health service or centre
- as part of a multi-disciplinary primary health care team
- with Aboriginal and/or Torres Strait Islander clients and communities.

Note: Where state or territory legislation prevents practice in the workplace, simulated assessment environments may only be used in place of workplace assessment.

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.

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:

a Registered Aboriginal or Torres Strait Islander Health Practitioner or:

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

Links

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