



Australian Government

HLTAHW071 Manage medicines in Aboriginal and/or Torres Strait Islander primary health care

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. Prerequisite unit removed.

Application

This unit describes the skills and knowledge required to manage the use of medications in Aboriginal and/or Torres Strait Islander primary health care. It includes supply, transport and storage of medicines; the legal, professional and safety aspects of medicines use; and the supervision of other Aboriginal and/or Torres Strait Islander Health Workers with authority to administer medication, and management of clinic medicines stocks.

This unit applies to those senior Aboriginal and/or Torres Strait Islander Health Workers overseeing clinical aspects of the delivery of primary health care services to Aboriginal and/or Torres Strait Islander communities.

Note: The skills and knowledge specifically required to administer medications is covered by HLTAHW020 Administer medications.

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.

1. Manage administration of medicines

- 1.1 Maintain accurate records of medicines' administration in client files according to organisation policies and procedures
- 1.2 Establish and maintain systems for managing medication administration within the clinic in consultation with relevant medical health professionals and appropriately authorised persons
- 1.3 Refer individual medication regimens for regular review by authorised practitioner
- 1.4 Involve pharmacists in medication management including, where appropriate, medication reviews or use of Webster-packs
- 1.5 Check doses of medicine made up by other health staff for accuracy, including dose, indication and consideration of contraindications
- 1.6 Support and instruct other health workers in the safe and efficacious use of medicines
- 1.7 Monitor the appropriate use of medicines by other health staff

2. Initiate assessment and treatment using standard treatment manuals

- 2.1 Use standard workplace treatment manuals to commence assessment and treatment
- 2.2 Consult an authorising practitioner in accordance with standard treatment manuals and organisational policies and procedures
- 2.3 Dispense medicines according to organisational policies and procedures and the appropriate *legal and regulatory framework*
- 2.4 Document clinical assessments, any advice sought and assessment and treatment initiated in client medical files

3. Manage the ordering, transportation, storage and disposal of medicines

- 3.1 Ensure medicines are securely stored in accordance with legislative requirements
- 3.2 Establish working relationships with local medical

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practitioners and pharmacists to support management of clinic medicines stores

3.3 Monitor patterns of medicines use and use this information to inform reorder quantities and ensure minimum stock holdings

3.4 Ensure clinic medicines stock is checked regularly and re-ordered in appropriate quantities

3.5 Source medicines supplies as locally appropriate

3.6 Add new stock and dispose of out-of-date stock according to organisational policies and procedures

3.7 Organise clinic medicines stock logically and securely, with access to clinic medicines store monitored and restricted to authorised personnel

3.8 Correctly apply cold chain principles for storage and transport of medication requiring refrigeration

Foundation Skills

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

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

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 HLTAHW071 Manage medicines in Aboriginal and/or Torres Strait Islander primary health care

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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:

- managed the safe administration of medicines by appropriately authorised Aboriginal and/or Torres Strait Islander Health Workers or practitioners on at least three occasions by:
 - providing clear information on medicines, through accurate interpretation of MIMS and other medication references and resources, such as standing orders, guidelines and Consumer Medicines Information
 - checking calculations and measurements of dosages undertaken by other authorised practitioners
 - documenting all outcomes of administration of medication in line with own role and medication administered
- initiated treatment involving medication on at least three occasions by:

- using standard treatment manuals to initiate assessment and treatment, in consultation with an authorised practitioner
- referring to the pharmacist regarding medication
- consulting authorised practitioners' instructions and orders in regards to dispensing medication
- managed processes for the ordering, transport, storage and disposal of medication on at least one occasion by:
 - managing relationships with relevant suppliers, pharmacies and hospitals
 - overseeing the maintenance of medicines records
 - using checking systems to regularly review out-of-date stock, understocked or other requirements for medication
 - ensuring medication was kept in secured locations and accessed by authorised personnel, according to legislation and organisation procedures and policies
 - applying cold chain storage principles where appropriate in the storage of medications.

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:

- application of universal precautions in the administration of medicines
- key aspects of federal and state legislation relating to the control, storage and dispensing of drugs and medication
- legislative and regulatory requirements for labelling, storage and safe disposal of medicines
- key aspects of the requirements of the Pharmaceutical Benefits Scheme (PBS)
- signs of anaphylaxis and methods of management
- western and traditional/bush medicines and treatments
- special considerations in use of medicines, including:
 - pregnancy and lactation
 - renal failure
 - anti-coagulant therapy
- organisational policies and procedures relating to drugs and medications, including storage, ordering, management and access.
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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 multidisciplinary 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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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>