



Australian Government

HLTAMED001 Work under instructions to support the safe use of medications

Release: 1

HLTAMED001 Work under instructions to support the safe use of medications

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to follow instructions from authorised primary health care team members for clients' medication, and to support clients to self-administer. This includes assistance with measuring the dose but does not involve determining the required dose. It also requires the ability to provide information about the safe use, storage and transportation of medication.

Medications can be prescribed, over the counter, or traditional and bush medicines.

This unit is specific to Aboriginal and/or Torres Strait Islander people working as health workers. They work under supervision and as part of a multidisciplinary primary health care team to provide primary health care services to Aboriginal and/or Torres Strait Islander clients.

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

No regulatory requirement for certification, occupational or business licensing is linked to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Medications

Unit Sector

Aboriginal and/or Torres Strait Islander Health

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Confirm scope of own role in relation to

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Confirm own role within primary health care team, and lines of supervision for reporting and clarifying issues that

- medication.
- relate to use of medication.
- 1.2. Identify legal boundaries and responsibilities of own job role in supporting use of medication.
 - 1.3. Discuss and confirm emergency procedures for own job role.
 - 1.4. Clarify any concerns or queries about scope of job role with supervisor or relevant member of primary health care team.
2. Obtain instructions for medication.
 - 2.1. Gather relevant information about client medication requirements.
 - 2.2. Discuss information with authorised members of primary health care team to confirm medication requirements.
 - 2.3. Clarify and confirm instructions for medication with primary health care team.
 3. Communicate with client about medication requirements.
 - 3.1. Communicate consistently in culturally appropriate and safe ways with client and/or significant others.
 - 3.2. Clearly and accurately explain the purpose of medication to the client and why it is important to take medication as prescribed.
 - 3.3. Encourage client and significant others to ask questions to clarify understanding of medication's purpose and prescription instructions.
 - 3.4. Confirm client understanding of required medication and obtain informed consent.
 - 3.5. Seek clarification and assistance from primary health care team.
 - 3.6. Document client informed consent in client records according to organisational policies and procedures.
 4. Follow instructions to support safe use of medication.
 - 4.1. Assist client with medications according to prescribed and general instructions.
 - 4.2. Explain medication dosage to client and assist client to measure required dosage according to medication instructions.
 - 4.3. Assist client to use correct routes and methods to take medications according to medication instructions.
 - 4.4. Confirm client has taken the medication through observation and questioning.
 - 4.5. Observe client for any immediate adverse effect and event and advise primary health care team.
 - 4.6. Document the medication taken in client records according to organisational policies and procedures.
 5. Provide information about storage and
 - 5.1. Explain to client how to store medication and purpose of correct storage.

transport of medication.

5.2. Confirm client can access or has an appropriate place to store medication, discuss any problems and advise primary health care team.

5.3. Explain to client how to transport medication and importance of cold chain management.

5.4. Confirm client understanding of storage and transportation requirements.

5.5. Document all information given to client about storage and transport of medication.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS

DESCRIPTION

Reading skills to:

- interpret, with assistance, detailed and potentially complex organisational policies and procedures covering legal requirements for assisting with medications
- interpret, with assistance, detailed and sometimes unfamiliar client records, and medication instructions involving medication terminology and abbreviations.

Writing skills to:

- use fundamental sentence structure to complete forms and reports that require factual information.

Oral communication skills to:

- provide clear and unambiguous instructions to clients using plain language and terms easily understood
- ask open and closed probe questions and actively listen to determine client understanding of instructions.

Numeracy skills to:

- interpret and measure the dosage of medications according to prescribed and general instructions and record factual numerical information.

Technology skills to:

- use digital devices and software to accurately record medications taken by client.

Unit Mapping Information

This unit supersedes and is not equivalent to HLTAHW015 Work under instructions to support the safe use of medication.

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 HLTAMED001 Work under instructions to support the safe use of medications

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- discuss and confirm the medication requirements of five different Aboriginal and/or Torres Strait Islander clients with an authorised primary health care team member
- for each of the five clients:
 - observe and apply the Rights of Medication Administration
 - provide information about medication purpose, prescription instructions and dosage, and clarify client understanding
 - assist client to measure dosage
 - assist client to self-administer medication
 - provide information about storage and transport of their medications
 - document, in client records, accurate details of medications taken and information provided
- across the five clients collectively, assist with a total of five different medications including:
 - prescribed medications
 - over the counter medications
- across the five clients collectively, provide assistance to use medications by a total of three different routes or methods
- according to actual client interactions or case studies:
 - recognise two adverse effects from medications
 - provide response
 - accurately record details of the event in client records.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- organisational policies and procedures for:
 - documenting information provided to client and informed consent
 - reporting and referring problems, emergency situations and adverse effects and events from medications
 - client recording keeping for medications

- legal responsibilities and boundaries of medicines authority applicable in the local state or territory for:
 - Aboriginal and/or Torres Strait Islander health workers generally and own job role in assisting clients to safely use medication
 - other authorised primary health care team members
- sources of information about medications:
 - types that are used by primary health care organisations including Standard Treatment Manuals (STM) and how to access
 - purpose, format and inclusions
 - how to use to identify details about medications including what they are used for, how they work, common side effects and routes of administration
- documents used for client medication management, and their purpose, format, inclusions and secure storage requirements:
 - medication records
 - medication charts
- how to use medication management documents and technology to:
 - identify client allergies and adverse drug reactions (ADR)
 - find instructions for client medications, including dose, route of administration, frequency and time
 - record medications taken or refused by clients
 - record adverse effects and events
- main reasons for errors in the use of medications management documents, potential impacts and reporting requirements
- common terms and abbreviations used for medications and dosages
- the Rights ('Rs') of Medication Administration, what each means and when each is used while assisting clients with their medications
- commonly used prescribed, complementary and over the counter medications:
 - purpose and therapeutic effects
 - consequences of incorrect use
 - consequences of taking via incorrect route
 - common side effects
 - potential adverse effects and events
 - storage requirements, including secure storage for scheduled medicines
 - transportation requirements including the importance of cold chain management
- common reasons for securing medications and methods that clients can use to correctly secure:
 - keeping medication away from children
 - theft by those with drug addictions
- types of locally available traditional bush medications and their benefits, effects, side effects and how they are administered
- features and use of equipment used to assist others to measure and take medication
- infection control procedures used when assisting others to take medication

- how to safely handle and dispose of sharps.

Assessment Conditions

Skills must be demonstrated in a health service workplace within a multidisciplinary primary health care team, and under the supervision of an authorised member of the primary health care team.

Evidence of performance must be gathered:

- during on-the-job assessments in the workplace under live conditions while interacting with Aboriginal and/or Torres Strait Islander people, or
- during off-the-job assessments in the workplace, not under live conditions, using simulated activities while interacting with Aboriginal and/or Torres Strait Islander people.

Evidence of workplace performance can be gathered and reported through third party report processes. (Refer to the Companion Volume Implementation Guide for information on third party reporting.)

Evidence can be supplemented by assessments in a simulated workplace environment using simulated activities, scenarios or case studies only when:

- the full range of situations covered by the unit cannot be provided in the individual's workplace, or
- situations covered by the unit occur only rarely in the individual's workplace.

Assessment must ensure the use of:

- medications (placebo medications can be used for any simulated activities)
- equipment to measure and assist clients to self-administer medications
- clinical waste and sharps disposal bins
- client records:
 - medication records
 - medication charts
- template forms or reports for documenting information provided
- organisational policies and procedures for:
 - documenting information provided to client and informed consent
 - reporting and referring problems, emergency situations and adverse effects and events from medications
 - client recording keeping for medications.

Assessors must satisfy the Standards for Registered Training Organisations requirements for assessors, and:

- be an Aboriginal and/or Torres Strait Islander person who has applied the skills and knowledge covered in this unit of competency through experience working as an Aboriginal and/or Torres Strait Islander health worker or practitioner, or
- be a registered health practitioner with experience relevant to this unit of competency and be accompanied by, or have assessments validated by, an Aboriginal and/or Torres Strait Islander person.

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