



Australian Government

HLTARO008 Prepare and dispense aromatic formulations

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>CHC Community Services Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Merged HLTARO606C/HLTARO607C. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence. Additional assessor requirements.

Application

This unit describes the skills and knowledge required to obtain and store materials, prepare aromatic formulations and dispense those formulations according to a pre-prepared script or order.

This unit applies to clinical aromatherpists preparing complex formulations that may be for external or internal use. Note that the aromatic aromatherapist provides the preparation and relevant accompanying advice but does not administer these aromatic preparations.

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 describe the performance needed to demonstrate achievement of the element

1. Obtain and store materials

1.1 Source natural and manufactured materials from authorised and reputable sources

1.2 Determine storage requirements for different types of materials

1.3 Maintain integrity of materials through correct handling and storage

1.4 Maintain stock levels according to clinic requirements

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

2. Prepare aromatic formulations

- 2.1 Check and prepare equipment for operational readiness
- 2.2 Select and assemble ingredients according to order
- 2.3 Make accurate calculations for quantities and ratios
- 2.4 Prepare medicine according to aromatic medicine methodology
- 2.5 Label and store aromatic substances according to legal requirements

3. Dispense aromatic preparations

- 3.1 Establish form and quantity of required aromatic preparations from prescription or order
- 3.2 Follow procedures to prevent contamination of or by the aromatic substances
- 3.3 Check and prepare dispensing equipment for operational readiness
- 3.4 Select and assemble prescribed aromatic preparations
- 3.5 Package and label correct quantities into suitable containers with clear and accurate labelling
- 3.6 Provide accurate instructions for administration and care of aromatic preparations
- 3.7 Complete accurate dispensing documentation according to clinic guidelines and legal requirements

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 HLTARO008 Prepare and dispense aromatic formulations

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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:

- followed dispensing processes that meet pharmaceutical guidelines and legal requirements for at least 10 different aromatic preparations, including all of the following at least once:
 - creams and lotions
 - ointments
 - capsules
 - gels
 - gargles
 - suppositories
 - tinctures
 - extracts
 - pessaries
 - compress, poultice

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations (national and state/territory) requirements for the preparation and supply of aromatherapy products:
 - Therapeutic Goods Administration (TGA) guidelines
 - labelling
 - principles of manufacturing
 - quality control procedures
 - records management
 - work health and safety – hazards and controls for aromatic preparations
- sources of aromatic preparations and their raw ingredients and methods to determine quality
- different forms of aromatic preparations and how they are administered
- techniques to prepare aromatic preparations from source materials
- aromatic preparations and allopathic drug interactions as outlined in medical pharmaceutical reference of drug interactions and aromatic medicine texts
- aromatic preparation dispensing principles and methods in reference to good manufacturing practices
- significance and methods of monitoring control points within the dispensing process
- equipment and instrumentation components, purpose and operation
- waste handling requirements and procedures
- environmental conditions required to maintain integrity of aromatic substances before, during and after preparation
- types of instructions that must accompany aromatic preparations
- procedures to prevent contamination of aromatic preparations

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated dispensary environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - secure storage areas
 - measuring equipment
 - sterile containers
 - labels
 - natural and manufactured medicinal substances for preparation
 - distilled water
- modelling of industry operating conditions, including provision of formulations to the general public
- dispensary supervision by a person who meets the assessor requirements outlined below

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

In addition, assessors must:

- have at least 5 years current experience working as a clinical aromatherapist providing services to the general public
- hold practising membership of an Australian professional body that represents clinical aromatherapists
- fulfil the continuing professional development requirements of the professional body to which they belong

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