



Australian Government

HLTENN007 Administer and monitor medicines and intravenous therapy

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Merged with HLTEN507C and HLTEN519C. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to administer and monitor medications and intravenous (IV) therapy including calculating dosage requirements, interpreting written instructions from an authorised prescriber, assessing the person for medication effectiveness and side effects, and responding to an allergic pharmacological reaction.

This unit applies to enrolled nursing work carried out in consultation and collaboration with registered nurses and under supervisory arrangements aligned to the Nursing and Midwifery Board of Australia regulatory authority legislative requirements.

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. Minimise potential risk to ensure safe administration of medications.

1.1 Refer to drugs and poisons schedules and classifications as determined by law.

1.2 Identify the purpose and function of prescribed medicine and intravenous (IV) therapy.

1.3 Identify pharmacology and substance

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incompatibilities in relation to specific situations involving medication administration, blood and blood products.

2. Prepare for medication administration and infusion of IV fluids.

2.1 Explain the process of medication administration or IV fluid infusion to the person, and ensure their readiness and understanding.

2.2 Identify correct administration route or site for each medication or IV fluid to be administered, and position the person appropriately.

2.3 Consider the effect of commonly used medications and IV fluids on the body before medication administration and IV infusion.

2.4 Calculate accurate dosages and IV infusion rates for administration of drugs.

2.5 Prepare medications in accordance with legislative and jurisdictional requirements and organisation policy and procedures.

2.6 Identify medication administration techniques and precautions specific to the person's situation and as per medication orders.

2.7 Prepare blood and blood products for blood transfusions according to organisation policy and procedures.

3. Administer and store medication.

3.1 Administer medication or IV fluid to the person applying the 'Rights of Medication' concept and in accordance with the jurisdictional and legislative requirements and organisation policy and procedures.

3.2 Secure medications in a safe manner during medication administration.

3.3 Apply quality practices in management and use of medications, and undertake risk assessment practices that relate to medication administration.

3.4 Report to the registered nurse a person's refusal of medication or IV therapy or suspected incomplete

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medication ingestion.

3.5 Ensure medication and blood and blood products are stored, handled and disposed of according to organisation policy and procedures and manufacturers' instructions.

4. Monitor and evaluate a person's response to administered medication, IV fluids and blood and blood products.

4.1 Document and monitor observations of the person's response and whether intended outcome of administered medications, IV fluids and blood and blood products is achieved.

4.2 Recognise, record and report acute and delayed adverse reactions of the person to medications, and implement emergency actions within own role responsibility.

4.3 Record, report and evaluate fluid and electrolyte imbalances, and monitor the effect on the person of medicines commonly administered with IV fluids.

4.4 Remove IV cannula according to organisation policy and procedures

4.5 Provide educative information to the person, their family or carer concerning the administration of medicines including possible side effects.

5. Assess effectiveness of pain-relieving therapy.

5.1 Observe and question the person to identify signs of pain or discomfort.

5.2 Clarify the location and nature of pain or discomfort, taking into account factors that may influence the person's perception of pain.

5.3 Ensure consistency in interpreting observations and evaluating the person's pain using the pain assessment scale.

5.4 Identify a range of prescribed medications and complementary strategies that may assist in alleviating pain and discomfort.

5.5 Assess and manage effectiveness of pain-relieving medication and non-medication therapies for the person experiencing pain.

ELEMENT

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PERFORMANCE CRITERIA

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

5.6 Record observations of the person and own evaluation the effectiveness of pain management strategies.

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 HLTENN007 Administer and monitor medicines and intravenous therapy

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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:

- undertaken nursing work in accordance with Nursing and Midwifery Board of Australia professional practice standards, codes and guidelines
- calculated medications with 100% accuracy and used the 'Rights of Medication' to administer medication to at least 2 people in simulation and at least 3 people in the workplace, and which must include the following routes:
 - oral
 - sub-cutaneous injection
- calculated medications with 100% accuracy and used the 'Rights of Medication' to administer medication in the workplace or in a simulation environment to at least 2 people, and which must include the following routes:
 - intramuscular injections
 - peripheral IV injection
- safely prepared equipment for IV therapy and blood and blood products administration, and monitored IV therapy and blood and blood products administration in the workplace or in simulated environment to at least 2 people including assessing cannula site.

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 requirements for practice parameters of enrolled nurse in relation to the administration and documentation of medications, including legal requirements for each route of administration
- legal and regulatory framework including
 - health (drugs and poisons) regulations
 - State/Territory drugs and poisons Acts
 - State/Territory nurse regulatory authority codes and guidelines
 - National Safety and Quality Health Standard (NSQHS) 'Preventing and Controlling Health Care Associated Infections'
 - Visual Infusion Phlebitis Score (VIPS)
 - scheduled medications and interpretation of scheduling of medications - Schedule 2, Schedule 3, Schedule 4, Schedule 8
- forms of medication and how they are handled, calculated, administered and stored, including:
 - capsules
 - drops
 - inhalants
 - liquid
 - lotions and creams
 - ointments
 - patches
 - powders
 - tablets
 - wafers
 - suppositories
- pharmacology of medications, including:
 - pharmacodynamics
 - pharmacokinetics
 - pharmacotherapeutics
 - toxicology
 - anaphylactic reactions
 - adverse reactions
 - contraindications
 - precautions
 - side effects
- potential complications of blood transfusion including:

- pain at IV site and arm
- loin pain
- urticaria (hives)
- nausea and vomiting
- headache
- flushing, chills or fever
- anxiety
- tachycardia
- wheezing, progressing to cyanosis
- haematuria
- anaphylactic reaction or shock
- cardiac arrest
- death
- how to transport, store, handle, check and dispose blood and blood products safely
- 'Rights of medication' - the right medication (drug, medication, medicines), right dose, right prescription (documentation), right route, right time, right person, right expiration date, right to refuse
- how medication is administered via the following routes or methods:
 - oral
 - sublingual, buccal
 - dry powder inhalers
 - metered dose, spacer inhalers
 - nebulisers
 - oxygen therapy
 - subcutaneous injection
 - intramuscular injections
 - IV injections
 - Z-track injections
 - peripheral IV infusion, cannulation fluid
 - enteral administration - Percutaneous Gastrostomy (PEG) as well as nasogastric tubes
 - intranasal, including nebulised medications
 - ocular
 - rectal
 - subcutaneous, intramuscular routes
 - sub-cutaneous injection using pre-loaded syringes or pens
 - topical, including transdermal
 - vaginal
 - ventrogluteal injection technique
- IV medication administration methods including:
 - bolus

- gravity
- electronic pump infusion
- via burette
- IV piggyback, tandem
- syringe driver
- sub-cut lines
- pathophysiology related to medicine groups including but not limited to:

Anaesthetics	Anticonvulsants
Analgesia	Antidepressants
Antacids	Antidiarrhoeals
Antianginals	Antiemetics
anxiety	Antifungals
Antiarrhythmics	Antihistamines
Antibiotics	Antihypertensives
Anticholinergics	Anti-inflammatory
Anticoagulants	
Antineoplastics	Hormones
Antiparkinsonian	Hypnotics, sedatives
Antipruritic	Hypoglycaemics
Antipsychotics	Insulin
Antiseptics	
Antiulcer	
Antivirals	
Anxiolytics	
Beta-blockers	Electrolyte solutions
Bronchodilators	
Laxatives/aperients	Ophthalmic, otic nasal medications
Contraceptives	Diuretics
Corticosteroids	
Narcotic analgesia	Vitamins
Neuroleptics	

- factors to consider when calculating medication dosages including:
 - calculation formulae
 - calculation of dosages of injectable drugs including liquid, solid unit dosages
 - flow rate drops per minute
 - flow rate millilitres per hour
 - paediatric dosage calculations - considering body weight, surface area and age-related dose reduction
 - geriatric dosage calculations - considering body weight, surface area and age
 - dose administration aids (DAAs) where dose is already calculated
- organisation policy and procedure for addressing medication errors
- drugs commonly used for fluid and electrolyte imbalance:
 - acidifiers, alkalisers
 - diuretics
 - electrolytes
 - replacement solutions.

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment as specified in the performance evidence. The requirement of the performance evidence to calculate medication with 100% accuracy and used the 'Rights of Medication' to administer medication must be demonstrated using simulation before being demonstrated in the workplace and with members of the public. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources in line with the Australian Nursing and Midwifery Accreditation Council's Standards including:
 - simulation manikins appropriate for the administration of medications via various routes including IV
 - equipment for medication administration via various routes, including:
 - pill cutter and pill crusher
 - nebuliser
 - Monthly Index of Medical Specialties (MIMS)
 - samples of medications, including:
 - tablets
 - capsules
 - drops
 - enema
 - inhalants
 - liquid (ampoules, bottles, capsules)
 - lotion and cream

- ointments
- patches
- powders
- wafers
- suppositories
- pre-loaded sub-cutaneous injections
- pharmacology resources for medication interactions
- equipment for IV therapy, including:
 - variety of IV line sets for gravity infusion, blood and blood products, IV injections and electronic pump infusions
 - syringe pump
- information and documentation such as medication charts on which the candidate bases the planning
- organisation policy and procedures on which the candidate bases the planning
- modelling of industry operating conditions including access to real people for simulations and scenarios in enrolled nursing work.

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

In addition, assessors must hold current registration as a registered nurse with Nursing and Midwifery Board of Australia.

Links

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