



Australian Government

HLTHPS003 Maintain medication stocks

Release: 1

HLTHPS003 Maintain medication stocks

Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. 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 order, store and monitor medication stock levels and complete associated documentation to meet regulatory requirements.

This unit applies to individuals working under the direct or indirect supervision of a health professional.

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. Monitor medication stock levels

1.1 Conduct an inventory of medications against required stock levels according to instructions from health professional and established procedures

1.2 Take action to ensure medications beyond expiry date are not used, in line with organisation guidelines

1.3 Correctly interpret information about cold chain requirements and monitor and maintain cold chain according to medication needs

1.4 Monitor and update medication stock in the health practitioner's bag according to instructions from health

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

professional

2. Order stock

2.1 Identify potential shortfalls in stock levels and take action to ensure stock is replenished in a timely manner under direction from health professionals

2.2 Accurately complete stock orders according to procedures as required

3. Handle and store medication stocks

3.1 Handle medications according to scope of own role and in accordance with manufacturer's instructions

3.2 Unpack medication orders and check items and quantities against order for accuracy

3.3 Store medications according to manufacturer's recommendations

3.4 Dispose of medications in accordance with regulatory requirements and health professional instructions

4. Maintain medication documentation

4.1 Maintain accurate log books of medications in accordance with legislative requirements

4.2 Maintain accurate documentation of cold chain management

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 HLTHPS003 Maintain medication stocks

Modification History

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

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 regulatory and organisation procedures to maintain the medication stocks for at least 1 health workplace under the direct or indirect supervision of a health professional

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:

- basic pharmacology, including the major medication categories and the types of conditions they treat
- storage requirements for different types of medication
- purpose and features of consumer medicine information (CMI)
- how to organise dosage administration aids
- legal and ethical considerations (national, state/territory and local) for medication storage, handling and checking, including:
 - codes of practice
 - Australian Psychology Accreditation Council (APAC) *Guiding principles to achieve continuity in medication management*
 - Royal Australian College of General Practitioners (RACGP) *Standards for general practices*

- *Standard for the uniform scheduling of medicines and poisons*
- specific legislation, including:
 - health acts and regulations
 - legislation and regulations pertaining to Schedule 8 (S8) controlled drugs
 - drugs and poisons
 - controlled substances

Assessment Conditions

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

- use of suitable facilities, equipment and resources, including:
 - temperature controlled storage
 - secure storage
 - dosage administration aids
 - medication stocks
 - medication documentation
 - regulatory requirements for medications
 - MIMS or similar reference guide
 - procedures for the candidate to follow
- modelling of industry operating conditions, including integration of situations requiring problem solving

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

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>