



Australian Government

HLTHPS006 Assist clients with medication

Release: 3

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Modification History

Release	Comments
Release 3	Update to correct minor typographical error. Equivalent competency outcome.
Release 2	This version was released in <i>HLT Health Training Package release 3.0</i> . Wording changes to performance criteria 2.2 and 3.2. Equivalent competency outcome.
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 prepare for and provide medication assistance, and complete medication documentation. It also involves supporting a client to self-administer medication.

This unit applies to community services and health workers with authority in their state or territory to assist with the administration of medication.

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. Prepare to assist with medication

1.1 Establish scope of own ability to provide assistance with medication according to organisation guidelines and

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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jurisdictional regulatory requirements

1.2 Identify lines of authority to delegate the task, accountability and actions to be taken to handle contingencies

1.3 Confirm that equipment and all forms of medication to be administered are complete, ready for distribution and up to date

1.4 Confirm with supervisor the authority to proceed with assisting in the processes used in delivery of medication to clients

1.5 Follow infection prevention and control procedures

2. Prepare the client for assistance with administration of medication

2.1 Clarify specific assistance required to address personal needs of each client

2.2 Identify level and type of supervision required by client for assistance with medications within organisation policies and work role responsibilities

2.3 Correctly identify and greet each client, explain administration procedures and prepare them for medication

2.4 Check individual client medications according to organisation procedures

2.5 Prior assisting client with their medication, check for presence of any client physical or behavioural changes and report to supervisor or health professional

2.6 Recognise circumstances in which medication administration should not proceed and seek advice of supervisor or health professional

3. Support clients with administration of medication

3.1 Prompt client to take medication at correct time

3.2 Prepare medications and support clients with administration of medication according to legislation, organisation policies, medication requirements and individual care plans

3.3 Make checks to ensure the right medication is given

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

at the right time, to the right person, in the right amount, via the right route

3.4 Oversee and observe clients when taking medication and confirm with them their ingestion or completion

3.5 Implement documented procedures for medication not being administered or absorbed

3.6 Complete medication administration records according to organisation procedures and regulatory requirements

3.7 Observe client for changes in condition and report to supervisor or health professional as required by organisation procedures

4. Handle medication contingencies

4.1 Report any concerns with the administration of medication to supervisor and/or health professional according to organisation procedures and protocols

4.2 Identify, report, record and address individual's reactions to medication according to organisation guidelines and health professional's instructions

4.3 Clearly identify contaminated or out of date medication and implement organisation's procedures for safe and appropriate disposal

4.4 Identify, report and record changes in individual's condition, within essential timeframes where relevant, according to organisation guidelines

4.5 Identify procedures to address/respond to changes in the client's condition or needs according to the organisation's guidelines

4.6 Promptly report any inconsistencies observed with the medication or client to the supervisor or health professional and take action according to their direction

4.7 Document and address all inconsistencies according to organisation guidelines and procedures

5. Complete medication

5.1 Discard waste products according to organisation

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

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

distribution and documentation

procedures and manufacturer's instructions

5.2 Collect used equipment, discarded medications/applicators and rubbish and place in appropriate/designated receptacle according to instructions

5.3 Clean and store unused and used medication containers and administration aids in accordance with infection control guidelines

5.4 Follow the organisation's arrangements and procedures to replenish dose administration aids and supplies of medications

5.5 Store medication charts, care plans or treatment sheets according to organisation procedures

5.6 Complete medication storage procedures in compliance with legislation and own role responsibility

Foundation Skills

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

Numeracy –to calculate and check correct dosage of medication, expiry dates and client information. This includes basic calculations of ratios and volume.

Reading –to correctly check and interpret client information and dosage instructions.

The remaining 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 HLTHPS006 Assist clients with medication

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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:

- provided assistance with medication:
 - to at least 5 different clients according to their care plans
 - with at least 5 different types of medications
 - used at least 3 different modes of administration
- consistently adhered to procedures and regulatory requirements for assisting with medication, including:
 - checked the care plan and confirming details
 - checked medication, including expiry dates and dosage instructions
 - confirmed client identity
 - calculated correct dosage
 - conducted pre and post administration client checks

- cleaned equipment and disposed and stored medications according to organisation procedures completed accurate documentation

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 work role. This includes knowledge of:

- legislation, regulations, codes of practice and workplace policies, including:
 - commonwealth and state/territory legislation regarding the administration of medication including the Drugs and Poisons Act
 - Disability Services Acts (commonwealth and state)
 - Aged Care Act
 - duty of care
 - work health and safety
 - standard and additional infection control precautions
- roles and responsibilities of those involved in medication administration and limitations of own role in only providing assistance
- basic medication terminology
- forms of medication, and how they are handled, administered and stored, including:
 - capsules
 - drops
 - inhalants
 - liquids
 - lotions and creams
 - ointments
 - patches
 - powders
 - tablets
 - wafers
 - pessary
 - suppository
- characteristics of at least 10 commonly used medications in the area of work, including prescribed and over the counter medications, including:
 - purpose
 - expected effects and potential reactions
 - contraindications for use
 - consequences of incorrect use
 - storage requirements
 - disposal requirements
- documentation requirements for the administration of medication, including:

- purpose
- potential impacts of errors and reasons for error medication charts, their role and procedures for use

Assessment Conditions

Skills must have been demonstrated in the workplace unless state or territory legislation prevents this occurring with the addition of simulations and scenarios where the full range of contexts and situations have not been provided in the workplace. The following aspects of the performance evidence must have been demonstrated using simulation prior to demonstration in the workplace/with members of the general public

- consistently adhered to procedures and regulatory requirements for assisting with medication, including:
 - checked the care plan and confirming details
 - checked medication, including expiry dates and dosage instructions
 - confirmed client identity
 - calculated correct dosage
 - conducted pre and post administration client checks
 - cleaned equipment and disposed and stored medications according to organisation procedures
 - completed accurate documentation

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - placebo medication, administration equipment, charts and documentation
 - individualised plan
 - workplace policies and procedures

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

In addition, assessors must be a registered nurse or registered enrolled nurse or registered Aboriginal and/or Torres Strait Islander health practitioner.

Links

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