



Australian Government

Department of Education, Employment and Workplace Relations

HLTAHW606B Manage medicines in Aboriginal and/or Torres Strait Islander health care

Release: 1

HLTAHW606B Manage medicines in Aboriginal and/or Torres Strait Islander health care

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit describes the application of skills and knowledge in the use of medicines in Aboriginal and/or Torres Strait Islander primary health care. It describes the skills and knowledge required for a safe level of independent practice under the supervision of a medical practitioner.

Application of the Unit

Application

The unit builds on knowledge and skills developed in:

- HLTAHW406B Work with medicines

It includes mechanisms of action, medication groups and commonly used medicines; methods of drug administration; terminology and abbreviations; basic dose calculation; medicines supply, transport and storage; and the legal, professional and safety aspects of medicines use.

It involves the supervision of other workers and management of clinic medicines stocks.

This competency unit is available only within the context of qualifications at Diploma level or higher in Aboriginal and/or Torres Strait Islander Primary Health Care.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Pre-requisite

This unit must be assessed after successful achievement of pre-requisite:

- HLTAHW406B Work with medicines

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Determine medication requirements

- 1.1 Compile a detailed medication history in line with organisational policies and procedures
- 1.2 Correctly interpret written *medicines orders* in consultation with medical practitioners and other senior health staff as required
- 1.3 Apply accurate calculations and measures in the use of medicines

ELEMENT

PERFORMANCE CRITERIA

2. Educate clients in use of medicines

- 2.1 Identify varieties of traditional/bush medicines commonly used in the local community
- 2.2 Promote the role of traditional healers and use of traditional/bush medicines consistent with local beliefs and practices as an adjunct to western medical treatment
- 2.3 Provide clients with plain language information based on interpretation of appropriate reference sources relating to mechanisms of action, dosing and common side effects of commonly used medicines
- 2.4 Obtain feedback from client to determine their understanding of information provided
- 2.5 Teach clients as required how to swallow tablets and capsules and how to correctly use metered dose aerosol inhalers and spacer devices
- 2.6 Provide clients with information about obtaining prescription medicines under the Pharmaceutical Benefits Scheme (PBS)

3. Administer medications safely and manage reactions

- 3.1 Administer medications by appropriate methods observing universal precautions and in line with organisation, legal and regulatory requirements
- 3.2 Identify potential drug interactions and refer to a medical practitioner
- 3.3 Recognise special precautions and contraindications in the use of particular medicines and refer to a medical practitioner
- 3.4 Safely give intramuscular injections (deltoid, lateral thigh and gluteal) and subcutaneous injections
- 3.5 Correctly measure out and administer medicine for nebulised inhalation using an electronic nebuliser
- 3.6 Identify signs and symptoms of anaphylaxis and manage according to standard protocols
- 3.7 Label medicines in accordance with statutory requirements
- 3.8 Undertake *administration of medicines* according to organisational policies and procedures and the appropriate legal and regulatory framework
- 3.9 Fully document administration of medicines and maintain records in line with organisation and legal and regulatory requirements

ELEMENT

PERFORMANCE CRITERIA

4. Manage administration of chronic medicines

- 4.1 Maintain accurate records of chronic medicines administration
- 4.2 Establish and maintain systems for managing chronic *medication administration* within the clinic in consultation with the health team
- 4.3 Refer individual chronic medication regimens for regular review by a medical practitioner
- 4.4 Involve pharmacists in chronic medication management including, where appropriate, medication reviews or use of Webster-packs
- 4.5 Check doses of medicine made up by other health staff for accuracy, including dose, indication and consideration of contraindications
- 4.6 Support and instruct other health workers in the safe and efficacious use of medicines
- 4.7 Monitor appropriate use of medicines by other health staff

5. Initiate therapy using standard treatment manuals

- 5.1 Initiate assessment and treatment using standard treatment manuals as used in the workplace
- 5.2 Consult a medical practitioner in accordance with standard treatment manuals and organisational policies and procedures
- 5.3 Dispense medicines according to organisational policies and procedures and the appropriate *legal and regulatory framework*
- 5.4 Document clinical assessments, any advice sought and therapy initiated in client medical files

ELEMENT

6. Manage the ordering, transportation, storage and disposal of medicines

PERFORMANCE CRITERIA

- 6.1 Ensure medicines stocks are ordered, securely stored and used in accordance with poisons licence conditions and in keeping with the legislative and regulatory framework
- 6.2 Establish working relationships with local medical practitioners and pharmacists to support management of clinic medicines stores
- 6.3 Monitor patterns of medicines use and use this information to inform reorder quantities and ensure minimum stock holdings
- 6.4 Ensure clinic medicines stocks are checked regularly and re-ordered in appropriate quantities
- 6.5 Source medicines supplies as locally appropriate
- 6.6 Add new stock and dispose of out-of-date stock according to organisational policies and procedures
- 6.7 Organise clinic medicines stock logically and securely, with access to clinic medicines store monitored and restricted to authorised personnel
- 6.8 Correctly apply cold chain transport for medication requiring refrigeration

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

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 identified work role

This includes knowledge of:

- Application of universal precautions in the administration of medicines
- Basic understanding of medication commonly used in daily role, and effects on the body
- Correct techniques for medicine administration for adults and children, including:
 - dividing scored tablets
 - swallowing tablets and capsules
 - reconstituting and administering correct volumes of mixtures
 - administering intramuscular and sub-cutaneous injections
 - use of metered dose aerosols and spacer devices
 - use of nebulisers, installation of ear/eye drops and eye ointment
 - use of dosette box
- Federal and State legislation relating to the control, storage and dispensing of drugs and medication
- Legislative and regulatory requirements for labelling, storage and safe disposal of medicines
- Methods of medicine administration for adults and children, including:
 - oral
 - intramuscular and sub-cutaneous injection
 - intravenous injections and infusion
 - topical application (creams, ointments, eye and ear drops)
- Occupational health and safety issues
- Organisational policies and procedures relating to drugs and medications
- Requirements of the Pharmaceutical Benefits Scheme (PBS)
- Signs of anaphylaxis and methods of management
- Special considerations in use of medicines, including:
 - pregnancy and lactation

REQUIRED SKILLS AND KNOWLEDGE

- renal failure
- anti-coagulant therapy
- Types of locally available/used traditional bush medicines and their benefits

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Demonstrate competency across the range of medicines relevant to community needs and applied in line with workplace requirements and the relevant legislative/regulatory requirements
- Initiate medicinal therapy in line with standard treatment manuals
- Manage and educate staff to understand, interpret and ensure accurate application of:
 - prescriptions for medicines
 - dispensing instructions
 - manufacturer's storage instructions
 - medicine disposal requirements
 - client health records
- Manage relationships with relevant suppliers, medical practitioners, pharmacies and hospitals
- Manage the consultation and communication with clients in regard to medicines usage
- Manage the maintenance of medicines records
- Manage the safe administration of medicines, including chronic medicines, using appropriate methods, observing universal precautions and in line with organisation, legal and regulatory requirements
- Provide clear and accurate information and instruction to clients and staff on the use of medicines
- Provide clear information on medicines, through accurate interpretation of MIMS and other medication references and resources, such as standing orders, guidelines and Consumer Medicines Information
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Undertake ordering, transport, dispensing and disposing of medicines in line with organisation procedures
- Use published medication references and resources to:
 - check written orders for medicines
 - identify medicines by their generic and/or brand names
 - identify potential drug interactions
 - identify special precautions and contraindications
 - check terms and abbreviations commonly used in prescribing and administering medications

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects of assessment:

- Assessment of this unit must include practical demonstration of the competencies either in the workplace, classroom (or a combination of both)
- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

Conditions of assessment:

This unit includes skills and knowledge specific to Aboriginal and/or Torres Strait Islander culture. Assessment must therefore be undertaken by a workplace assessor who has expertise in the unit of competency or who has the current qualification being assessed and who is:

- Aboriginal or Torres Strait Islander him/herself

or:

- accompanied and advised by an Aboriginal or Torres Strait Islander person who is a recognised member of the community with experience in primary health care

EVIDENCE GUIDE

Context of assessment: Competence should be demonstrated working individually, under supervision or as part of a primary health care team working with Aboriginal and/or Torres Strait Islander clients. Assessment should replicate workplace conditions as far as possible.

Related units: This unit may be assessed independently or in conjunction with other units with associated workplace application

Range Statement

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Cultural respect This competency standard supports the recognition, protection and continued advancement of the inherent rights, cultures and traditions of Aboriginal and Torres Strait Islander peoples
It recognises that the improvement of the health status of Aboriginal and Torres Strait Islander people must include attention to physical, spiritual, cultural, emotional and social wellbeing, community capacity and governance
Its application must be culturally sensitive and supportive of traditional healing and health, knowledge and practices

RANGE STATEMENT

Community control

Community participation and control in decision-making is essential to all aspects of health work, and the role of the health worker is to support the community in this process

Supervision

Supervision must be conducted in accordance with prevailing state/territory and organisation legislative and regulatory requirements

References to supervision may include either direct or indirect supervision of work by more experienced workers, supervisors, managers or other health professionals

A person at this level should **only** be required to make decisions about clients within the organisation's standard treatment protocols and associated guidelines

Legislative requirements

Federal, state or territory legislation may impact on workers' practices and responsibilities. Implementation of the competency standards should reflect the legislative framework in which a health worker operates. It is recognised that this may sometimes reduce the application of the Range of Variables in practice.

However, assessment in the workplace or through simulation should address all essential skills and knowledge across the Range of Variables

Aboriginal and/or Torres Strait Islander Health Workers may be required to operate in situations that do not constitute "usual practice" due to lack of resources, remote locations and community needs. As a result, they may need to possess more competencies than described by "usual practice circumstances"

Under all circumstances, the employer must enable the worker to function within the prevailing legislative framework

Medicines supplies may be sourced, for example from:

- Manufacturer
- Community or hospital pharmacy
- Under the Commonwealth Section 100 scheme)

RANGE STATEMENT

Interpretation of medicines orders may include:

- Distinguishing generic names for medicines from brand names
- Interpreting symbols and abbreviations in common use
- Checking written medicines orders against published medicines information resources

Calculations and measures applied in the use of medicines may include:

- Metric measures of weight and volumes are used and converted
- Simple mathematical operations are used in the calculation of medicine dosage
- Quantities of medicine are calculated for given doses of mixtures and tablets to meet client needs

Workplace procedures in the administration of medicines must include:

- Observance of universal precautions
- Doses of medicine to be checked with other appropriate health staff prior to administration
- MIMS, CARPA and/or other reference sources for medicines information to be consulted
- Powdered medicine to be reconstituted as a mixture according to manufacturer's instructions
- Scored tablets to be split as required to make up a specified dose
- Medicines for injection to be drawn up to the specified dose using sterile procedures and according to manufacturer's instructions
- Medicine for nebulised inhalation to be correctly measured out and administered using an electronic nebuliser

RANGE STATEMENT

Commonly used medication may include:

- Analgesic&anti inflammatory medicines (paracetamol, aspirin, codeine, common non-steroidal anti-inflammatory drugs)
- Medicines used for treatment of infections (common antibiotics, antifungal&anti parasitic agents, antivirals)
- Cardiovascular medicines (commonly used anti-hypertensives, digoxin, anti-anginal medicines, lipid-lowering drugs, warfarin)
- Medicines used in management of diabetes (metformin, sulphonamides&insulin)
- Gastrointestinal medicines (antacids, peptic ulcer medications, laxatives)
- Psychotropic and neurological medicines (common sedatives, antidepressants, antipsychotics, anticonvulsants)
- Respiratory medicines (bronchodilators, inhaled corticosteroids, prednisolone)
- Hormonal (common oral, injectable and implantable contraceptives, hormone replacement therapy, thyroxine)
- Topical skin medicines (corticosteroids, permethrin)

The effects of medications may include:

- Intended outcomes eg. stops pain, stops infection
- Adverse reactions that must be recognised and appropriate action taken (refer if required), including:
 - cease administration of medication
 - management of anaphylactic shock reaction as per organisation protocols
 - referral to appropriate authority
 - documentation of event
 - highlight allergy in client file

RANGE STATEMENT

- Medication history may include:*
- Past medication history
 - Recent medication history
 - Drug allergies
 - Client records
 - Family history
 - Compliance history
 - Concurrent medications
- Relevant documentation may include:*
- Client notes
 - Files
 - Specialist reports
 - Referrals
 - Reports from other professionals
 - Pathology reports
- Legislative requirements may include:*
- Commonwealth, state and territory laws, regulations and directions, as determined by workplace requirements
 - Schedules 1 - 8 of the Drugs and Poisons Act
 - Drug storage and disposal requirements
- Relevant information to be provided and explained to clients includes:*
- Medication side effects
 - Length of treatment
 - Drug interactions
 - Consequences of non-compliance
- Workplace policies and procedures may include:*
- Clinical protocol manuals
 - Imprest lists
 - Occupational health and safety guidelines
 - Organisational/workplace procedure manuals
 - Infection control guidelines
 - Legislation

RANGE STATEMENT

Methods of medication administration may include:

- Topical
- Oral
- Intramuscular injections (IMI)
- Subcutaneous injections (SCI)
- Inhalations
- Dosettes
- Z track
- Intradermal injection

Appropriate dispensing and administration must include:

- The 5 'Rights' of administration:
 - right route
 - right person
 - right dose
 - right medication
 - right time
- Application of universal precautions.

Medication side effects and contraindications may include:

- Anaphylaxis
- Contraindications
- Special precautions
- Drug interactions

Universal precautions include:

- Standard procedures for infection control
- Confidentiality as it applies to community/organisation
- Workplace policy and procedures for clinical practice
- Correct usage of clinical equipment
- Correct disposal techniques for wastes/sharps as per workplace policies and procedures

Unit Sector(s)

Not Applicable