



Australian Government

Department of Education, Employment and Workplace Relations

HLTDEFHC401B Administer medications

Release: 1

HLTDEFHC401B Administer medications

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit covers the competency required to administer medications to individuals in accordance with a medication order or as part of a health promotion program

Application of the Unit

Application

This unit of competency is applicable to Australian Defence Force (ADF) Health Care Providers

Health care providers may initiate medication administration based on their own level of prescribing authority

This is limited to administering medications within defined clinical guidelines, organisation policies, procedures and treatment protocols

All other administration is based on a medication order

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

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. Prepare client for medication administration

1.1 Check client details against the *medication order* to confirm correct client identification

1.2 Explain administration clearly and simply to the client

1.3 Gain informed consent from client in accordance with *clinical guidelines, organisation policies and procedures*

1.4 Check client for known allergies to medication

1.5 Give client the opportunity to ask questions and discuss concerns

1.5 Assure and maintain *confidentiality of client information*

ELEMENT**2. Prepare medication for administration****PERFORMANCE CRITERIA**

- 2.1 Check *medication order* to ensure it is correctly authorised and provides the complete information required to proceed with the administration
- 2.2 Record and cross check verbal *medication orders* in accordance with *clinical guidelines, organisation policies and procedures*
- 2.3 Assess *environment* for suitability to perform medication administration
- 2.4 Assemble *equipment and consumables* for administration
- 2.5 Select medication, ensuring it complies with the *medication order*
- 2.6 Check medication to ensure it is current and within its expiry date
- 2.7 Prepare medication to ensure it is ready for administration in the correct dose and route of administration as authorised in the *medication order*

ELEMENT**PERFORMANCE CRITERIA****3. Perform medication administrations**

- 3.1 Use personal protective *equipment* as required
- 3.2 Follow personal hygiene and infection control procedures
- 3.3 Check medication in accordance with *clinical guidelines, organisation policy/ procedures*, including checking by co workers or supervisor for correctness
- 3.4 Administer medication by the defined route of administration as authorised in the *medication order* and in accordance with *clinical guidelines, organisation policy/ procedures*
- 3.5 Recognise unsuccessful administrations and seek referral/assistance
- 3.6 Report medication errors and record immediately upon realisation that an error has been detected
- 3.7 Record administration in a manner that is easily interpreted by others and in accordance with organisation policy and procedures
- 3.8 Monitor client for expected outcomes and adverse effects
- 3.9 Rectify or seek assistance for adverse effects

4. Clean and store equipment

- 4.1 Clean and/or dispose of *equipment and consumables* in accordance with manufacturers' requirements and infection control policy
- 4.2 Store *equipment and consumables* in accordance with organisation policy and procedures

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:

- Administering medications by defined routes of administration
- Basic pharmacology including sources of drugs and the classification of drugs into therapeutic groups and basic pharmacodynamics and pharmacokinetics
- Converting drug measurements and calculating a medication dosage
- Factors affecting medication administration
- Governance requirements for medication administration
- Medication labelling including interpreting chemical, trade and generic drug names
- Relevant abbreviations and symbols regarding medication orders
- Relevant anatomy and physiology to enable administration to be accurate and of minimum risk to clients
- Roles and responsibilities of health care providers
- Sources of information to identify medication composition, presentation, action, indication, contraindications, adverse reactions, interactions, and standards for dosage and administration

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Communicate effectively with client and others regarding the administration of medication whilst maintaining confidentiality
- Convert drug measurements and correctly calculate a medication dosage
- Apply knowledge of anatomy and physiology to medication administration
- Identify adverse reactions and rectify or seek assistance as appropriate
- Administer medications to the correct client, at the correct time and frequency, in the correct dose, by the correct route of administration, with the correct medication and with an authorised medication order

REQUIRED SKILLS AND KNOWLEDGE

- Administer medications by defined routes must include the following methods:
 - intramuscular injection
 - subcutaneous injection
 - oral
 - rectal
 - sublingual or buccal
 - topical
 - transdermal

In addition, the candidate must be able 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 the ability to:

- Ask questions
- Clarify workplace instructions when necessary
- Deal with conflict
- Interpret data
- Listen to and implement workplace instructions
- Operate equipment correctly and in accordance with manufacturers' specifications
- Read and document clinical information
- Record accurate relevant information
- Relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities
- Use available resources and plan daily work routine
- Work with others and display empathy with clients and carers

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 for assessment • The individual being assessed must provide evidence

EVIDENCE GUIDE

and evidence required to demonstrate this competency unit:

- of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of situations relevant to the work
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the work context, the assessment environment should represent work conditions as closely as possible

Resource implications

- Assessment requires access to:
 - appropriate equipment
 - scenarios that reflect a range of medication administrations that may be expected in the workplace
 - relevant organisation policy, guidelines, and treatment protocols
 - relevant legislative and regulatory documents
 - manufacturers' specifications for the use and storage of equipment

Consistency in performance

- Competency should be demonstrated over time with a range of medication administrations that could be expected in the workplace

Context of assessment

- Competency should be assessed in the workplace or in a simulated workplace

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities
- Related units:*
- This unit may be assessed independently, but holistic assessment with other clinical units is encouraged

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.

RANGE STATEMENT

Clinical guidelines, organisation policies, procedures and treatment protocols may include:

- ADF Nursing Procedure Manual
- ADF treatment protocols
- Clinical standards (state and national)
- Industry professional bodies standards
- Industry standards (state and national)
- Organisation policy directives
- Privacy Act
- Relevant Australian standards

Medication order includes:

- An order received either in a written form or verbally, by an appropriately authorised person that:
 - identifies the person requiring the medication
 - identifies the medication to be administered
 - details the time and frequency of the medication
 - identifies the dosage and route of administration

Confidentiality of client information may be insured by:

- Adherence to Privacy Act
- Information disclosed to an appropriate person consistent with the responsibility of this position
- Legal and ethical requirements
- Secure location for written records
- Treatment room with privacy

Environment assessment may include:

- Adequate lighting
- Health care practitioner's specified needs
- Suitable climate
- Suitable client privacy

RANGE STATEMENT

Equipment and consumables may include:

- Antiseptic skin wipes
- Cotton tips
- Disposable calibrated dispensing cup
- Drinking water
- Hypodermic needles
- Medication
- Medication spatula
- Medication tray or trolley
- Personal protective equipment
- Syringe

Prepared medication may include:

- Calculating dosage to be given
- Converting drug measurements
- Opening medication and consumable packaging
- Preparing the medication for administration by the defined route which may include:
 - dispensing into a measuring cup
 - drawing up into a syringe
 - diluting medication to the required dosage
 - mixing one medication with another

Route of administration may include:

- Intramuscular injection
- Subcutaneous injection
- Oral
- Rectal
- Sublingual or buccal
- Topical
- Transdermal
- Vaginal

Personal hygiene and infection control procedures may include:

- Australian and State standards and legislation
- Industry standards
- Organisation procedures
- Standard precautions such as hand washing procedures
- Direct instructions from supervisor

RANGE STATEMENT

Medication errors may include:

- Administration to the incorrect client
- Administration at the wrong time and frequency
- Administration in an incorrect dose
- Administration by the wrong route of administration
- Administration of the wrong medication

Unit Sector(s)

Not Applicable