



Australian Government

Department of Education, Employment and Workplace Relations

HLTEN407B Administer a range of medications

Release: 1

HLTEN407B Administer a range of medications

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required of Enrolled/Division 2 Nurses to administer a limited range of medications

Application of the Unit

Application

The knowledge and skills described in this competency unit are to be applied within jurisdictional nursing and midwifery regulatory authority legislative requirements

Enrolled/Division 2 nursing work is to be carried out in consultation/collaboration with registered nurses and under direct or indirect supervisory arrangements in line with jurisdictional regulatory requirements

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Pre-requisite units

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

- HLTAP401B Confirm physical health status
- HLTEN509B Apply legal and ethical parameters to nursing practice
- HLTEN403B Undertake basic client assessment

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.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|--|
| 1. Minimise <i>potential risk</i> to safe administration of medications | <ul style="list-style-type: none">1.1 Check expiry dates of medication prior to administration1.2 Check client medication chart in relation to timing and route of medication to be administered1.3 Raise issues related to drug and poison administration with the registered nurse or another appropriate person if the registered nurse is not available1.4 Check for and identify common contraindications and adverse reactions of prescribed medications and refer to the registered nurse1.5 Confirm client identity and check for any known allergies1.6 Ensure infection control methods are applied correctly |
| 2. Prepare for administration of non-injectable medications within scope of Enrolled/Division 2 nurse | <ul style="list-style-type: none">2.1 Explain the process of <i>medication administration</i> to the client and ensure their readiness2.2 Position the client appropriately prior to administration of medication2.3 Correctly identify administration route for each medication to be administered, using appropriate <i>terminology</i>2.4 Consider the effect of commonly used medications on the body prior to medication administration2.5 Prepare medications in accordance with legislative requirements and organisation guidelines2.6 Apply medication administration techniques and precautions specific to each client situation and as per medication orders2.7 Ensure medication is stored and disposed of in accordance with medical instructions and organisation policy and procedures |

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|---|
| 3. Administer non-injectable medications within legal parameters | 3.1 Administer non-injectable medications within scope of own role in line with the jurisdictional legislative requirements and organisation policy |
| | 3.2 Ensure infection control principles are applied in the administration of non-injectable medication |
| | 3.3 Store medications in a safe manner according to legislative requirements and organisation policy |
| 4. Respond appropriately to signs of pain | 4.1 Identify cause of pain if possible |
| | 4.2 Use the VAS score (or appropriate pain scale) to identify level of pain |
| | 4.3 Report any irregular or abnormal findings to Registered Nurse |
| | 4.4 Allay any fears or anxiety experienced by the client |
| 5. Monitor and <i>report</i> client response to administered medication | 5.1. Record administration of <i>medications</i> in accordance with relevant policy and procedures |
| | 5.2. Evaluate client understanding of information provided |
| | 5.3. Recognise acute and delayed adverse reactions to medications and act upon within role responsibility |
| | 5.4. Implement emergency actions to address acute and delayed adverse reactions within role responsibility |
| | 5.5. Record and report response to emergency strategies |
| | 5.6. Monitor client experiencing pain and undertake appropriate medication and non-medication therapies in consultation/collaboration with Registered Nurse |
| | 5.7. Record and report effectiveness of pain relieving medication |

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:

- An awareness of the role of complementary therapies
- An awareness of traditional medicine in the context of health of Aboriginal and Torres Strait Islander people
- Application of guidelines to individual needs of clients(ie. therapeutic interventions, hygiene, dignity, esteem, physical, cultural and cognitive restrictions)
- Documentation associated with medication administration
- Ethical guidelines including confidentiality, duty of care and public safety
- Factors influencing medication actions
- Legal requirements for practice parameters of Enrolled/Division 2 nurse relating to the administration of medications, including legal requirements of each route of administration
- Major medication groups
- Methods of storage, handling and usage of medications
- Organisation policies and procedures, guidelines and protocols, including workplace health and safety policies to ensure safe practice eg management of sharps
- Own role in medical emergency
- People's perception of pain and principles of pain management Relevant medical/medication terminology and approved medication abbreviations
- Role of the health care team in the administration of medications
- State/territory legislative requirements relating to medication administration
- Systems of medication delivery within the scope of own role
- Relevant medication delivery devices, such as:
 - dosage administration aids
 - feeding tube infusion pumps
- Scheduling of medications, including:
 - Schedule 2
 - Schedule 3
 - Schedule 4
 - Schedule 8
- Substance incompatibilities, including:

REQUIRED SKILLS AND KNOWLEDGE

- adverse reactions
- an understanding of the pharmacology of the major medication groups
- anaphylactic reactions
- contraindications
- precautions
- side effects

Essential skills:

It is critical that the candidate demonstrate the ability 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:

- Apply infection control principles - hand washing, handling of medications, universal precautions
- Apply Professional Standards of Practice:
 - ANMC code of conduct
 - ANMC code of ethics
 - ANMC national Enrolled/Division 2 nurse competency standards
 - state/territory Nurse Regulatory Nurses Act
 - state/territory Nursing and Midwifery Regulatory Authority standards of practice
 - state/Territory Drugs and Poisons Act
 - scheduling of medications and implications for Enrolled/Division 2 nursing practice
- Demonstrate preparation, administration and recording of medication/s within the scope of practice of the Enrolled/Division 2 nurse
- Demonstrate professional conduct, skills and knowledge
- Perform emergency nursing interventions for a client experiencing an adverse medication reaction
- Use interpersonal skills, including working with others, using sensitivity when dealing with people and relating to persons from differing cultural, social and religious backgrounds
- Use language, literacy and numeracy competence required for drug administration and documentation
- Use oral communication skills (language competence) required to fulfil job roles as specified by the organisation/service. Oral communication skills include interviewing techniques, asking questions, active listening, asking for clarification

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 and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of performance in a work context is essential for assessment of this unit
- Consistency of performance should be demonstrated over the required range of workplace situations and should occur on more than one occasion and be assessed by a registered nurse
- Assessment must include a written calculation test with 100% mastery

Context of and specific resources for assessment:

- Assessment must be undertaken in a simulated clinical laboratory prior to clinical placement
- Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible

Method of assessment

- Observation in the work place
- Evidence gathered from clinical work environment
- Written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
- Questioning - verbal and written
- Role play/simulation

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

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.

- Health environments include:*
- Residential aged care facility
 - Community settings
 - Hospitals
 - Clients home
 - Clinics

RANGE STATEMENT

Potential risks include but are not limited to:

- Client identification
- Allergic reactions
- Immunization status
- Medication incompatibilities
- Contra-indications for drug administration

Medication administration routes include:

- Oral
- Intranasal (including nebulised medications)
- Topical (including transdermal)
- Ocular
- Aural
- Rectal
- Vaginal administration
- Enteral administration

Terminology associated with medications include:

- Medication
- Administer
- Side effect/adverse reaction/allergic reaction
- Anaphylaxis
- Allergy
- Suspension/mixture/syrup/linctus/lozenge
- Ointment/cream/lotion
- Tincture/emulsion
- Tablet/pill
- Transdermal patch
- Nebuliser/aerosol/volumetric spacer

Legal and regulatory framework include:

- State/territory Nurses Act.
- State/territory Drugs and Poisons Act
 - Health (Drugs and Poisons) Regulations
- State/territory Nurse Regulatory Authority competency standards, codes and guidelines
- Legal requirements of documentation

RANGE STATEMENT

Client history may include:

- Pre-existing conditions
- Admission diagnosis
- Allergies
- Current history
- Current medication
- Behavioural characteristics
- Nutritional status
- Hydration status
- Psychological needs
- Psychosocial needs
- Compliance history
- Concurrent medications

Reports can be verbal or written, and may include:

- Individual client records
- Pain management plans
- Fluid status management
- Nutritional status management
- Observational documentation
- Medication charts
- Admission and discharge planning
- Diagnostic reports/results
- Clinical progress notes
- Hand-over at end of shift
- Medication incident reports

Policies and procedures relating to infection control can include:

- Effective hand washing and hand drying techniques
- Handling of medication
- Appropriate use and disposal of personal protective equipment

Relevant client information may include:

- Medication side effects
- Length of treatment
- Drug interactions
- Consequences of non-compliance
- Anatomical positioning for safe non-injectable drug administration

RANGE STATEMENT

Factors influencing medication actions may include:

- Rate of absorption
- Distribution
- Metabolism
- Drug interactions
- Excretion
- Dosage form
- Route of administration
- Improper storage
- Timing of administration
- Client age, height, weight
- Previous history

RANGE STATEMENT

Major medication groups include:

- Antacids
- Antianginals
- Antibiotics
- Anticholinergics
- Antidiarrhoeals
- Antiemetics
- Antifungals
- Antihistamines
- Antihypertensives
- Anti-inflammatory
- Antiparkinsonian
- Antipruritic
- Antiseptics
- Antiulcer
- Antivirals
- Anxiolytics
- Bronchodilators
- Beta blockers
- Contraceptives
- Corticosteroids
- Diuretics
- Electrolyte solutions
- Hypnotics/sedatives
- Laxatives/aperients
- Narcotic analgesia
- Neuroleptics
- Hypoglycaemics

Major medication groups include:

- Analgesia
- Vitamins

RANGE STATEMENT

Methods of storage, handling and usage of medications may include:

- Dry/moist
- Refrigeration
- Away from light/heat
- Separate storage of external use medications and internal use medications
- Locked cupboard/trolley
- Responsibility for security of drug cupboard/trolley keys
- Narcotics - locked, attached to wall
- Register for drugs of addiction
- Routine checking of narcotic drugs in storage
- Pharmacy responsibilities
- Expiry dates

Administration of oral medications and associated terminology may include:

- Legible medication order
 - Preparation of medication by person administering
 - 6 "Rights" of administration
 - Special precautions
 - Medication checking process
- 4 Documentation of drug administration

Unit Sector(s)

Not Applicable