



Australian Government

Department of Education, Employment and Workplace Relations

HLTHOM606D Prepare and dispense homoeopathic medicine

Release: 1

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Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTHOM606C Prepare and dispense homœopathic medicine	HLTHOM606D Prepare and dispense homœopathic medicine	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to prepare and dispense homœopathic medicines from a script prepared by a homœopathic practitioner

Application of the Unit

Application

This unit applies to work in homœopathy

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 the medicine

1.1 Identify and prepare *pharmaceutical ingredients and equipment*

1.2 Prepare the medicine according to *homœopathic pharmaceutical guidelines and methodology*

1.3 Prepare the homœopathic medicine *according to clinic guidelines*

1.4 *Take care* to prevent contamination of or by the homœopathic medicine

1.5 *Label* the homœopathic medicine and *store correctly*

ELEMENT**PERFORMANCE CRITERIA****2. Dispense the medicine**

- 2.1 Identify and prepare *dispensing ingredients and equipment*
- 2.2 Dispense the required homœopathic medicine in the *form* and quantity stipulated by the prescription/order
- 2.3 *Take care* to prevent contamination of or by the homœopathic medicine
- 2.4 *Label* the homœopathic medicine correctly
- 2.5 Provide *instructions for taking the homœopathic medicine* to the client
- 2.6 Identify and explain *factors that may have an effect on storage*
- 2.7 Dispense the homœopathic medicine *according to clinic guidelines*

3. Control stock

- 3.1 Obtain required materials from acceptable *sources*
- 3.2 Keep the pharmacy well stocked *according to clinic guidelines*
- 3.3 Identify *factors that may have an effect on storage*
- 3.4 Store materials *according to clinic guidelines*
- 3.5 Maintain an alcohol register according to government regulations

4. Complete documentation

- 4.1 Record *information* according to clinic guidelines
- 4.2 *Label* materials correctly

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:

- Common causes of variation and corrective action required
- Equipment and instrumentation components, purpose and operation
- Factors that affect homoeopathic medicines in preparation and storage
- Homoeopathic medicine dispensing principles and methods
- Homoeopathic medicine preparation from source materials
- Homoeopathic pharmacy
- Hygiene standards
- Legal requirements relating to the prescription of medicines, therapeutic goods administration, work health and safety (WHS), labeling, restricted substances, principles of manufacturing, testing of homoeopathic products, quality control procedures
- Methods of administration for homoeopathic medicines
- WHS hazards and controls
- Quality characteristics to be achieved
- Raw materials segregation purpose and requirements
- Recording requirements and procedures
- The derivation of materia medica data from provings, clinical and toxicological sources
- The effect that incorrect dispensing process can have on the end product
- The non-medicinal ingredients used in the preparation of homoeopathic medicines
- The preparation of dispensing alcohol
- The quality and various strengths of alcohol used in preparation and dispensing
- Waste handling requirements and procedures

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:

- Access workplace information to identify requirements for the dispensing process
- Calculate assay/potency adjustment
- Confirm equipment status and condition
- Confirm supply of necessary materials and services to the dispensing process
- Correctly identify equipment and ingredients for homoeopathic medicine preparation and dispensing
- Dispense homoeopathic medicines in accordance with the order/prescription
- Maintain work area to meet clinic standards
- Measure and segregate materials
- Monitor the dispensing process and equipment operation to identify out-of-specification results or non-compliance. This may include:

- ability to carry out routine maintenance
- ability to clean and sanitise equipment
- equipment faults
- labelling
- materials faults
- measuring devices
- service faults
- stock flow/quantity
- Pack and label dispensed materials
- Prepare homœopathic medicines in a range of potency scales (mother tincture, decimal, centesimal, fifty millesimal)
- Prepare homœopathic medicines in accordance with official pharmacopœia, clinic guidelines and relevant legislation
- Record information
- Sort, collect, treat, recycle or dispose of waste, taking into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues

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 the workplace or a simulated workplace (defined as a supervised clinic) is essential for assessment of this unit
- 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
- Assessment of sole practitioners must include a range of clinical situations and different client groups covering at minimum, age, culture and gender
- Assessment of sole practitioners must consider their unique workplace context, including:

- interaction with others in the broader professional community as part of the sole practitioner's workplace
- scope of practice as detailed in the qualification and component competency units
- holistic/integrated assessment including:
 - working within the practice framework
 - performing a health assessment
 - assessing the client
 - planning treatment
 - providing treatment

Context of and specific resources for assessment:

- An appropriately stocked and equipped clinic or simulated clinic environment
- Dispensing resources
- Relevant texts or medical manuals
- Relevant paper-based/video assessment instruments
- Appropriate assessment environment
- Skilled assessors

Method of assessment

- Practical demonstration and observation in the work place (if possible)
- Written assignments/projects or questioning should be used to assess knowledge
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
- Clinical skills involving direct client care are to be assessed initially in a simulated clinical setting (laboratory). If successful, a second assessment is to be conducted during workplace application under direct supervision
- Explanations of technique
- Oral questioning and discussion

- 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 should be assessed in conjunction with the following related competency unit:

- HLTIN301C Comply with infection control policies and procedures

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.

Pharmaceutical ingredients and equipment may include:

- Medicinal substance, which may be of animal, mineral, vegetable, or imponderable source
- Lactose powder or globules
- Medicating alcohol
- Distilled water
- Mortar and pestle
- Measuring equipment
- Sterile containers
- Labels
- Protective clothing

Pharmaceutical guidelines and methodology refers to:

- Official pharmacopœia, including the homœopathic pharmacopœia of the USA, the UK, Germany and France
- Relevant aphorisms and footnotes in the Organon of Medicine 5th/6th Edition
- Trituration
- Maceration
- Succussion
- Serial dilution

Dispensing ingredients and equipment may include:

- Medicating potency
- Medicinal vehicle
- Dispensing alcohol
- Measuring equipment
- Sterile containers
- Labels
- Protective clothing

The form of the medicine may include:

- Powder
- Globule
- Pillule
- Tablet
- Liquid
- Cream
- Ointment
- Pessary
- Suppository

Care is taken to prevent contamination means:

- One medicine is in use at one time
- Medicines are made and prepared over an impervious surface
- Direct contact with or olfaction of the medicine is avoided
- Objects that come in contact with the medicine are thoroughly cleaned or discarded
- Medicines which come in contact with contaminants are discarded
- The work space is well ventilated

Clinic guidelines may include:

- WHS guidelines
- Quality system guidelines
- Dispensing procedure
- Hygiene and waste guidelines
- Stock and storage procedures

Instructions for taking the homœopathic medicine refer to:

- Route of administration, eg oral, olfaction, application
- Frequency of administration - single dose, repeated doses, intervals between doses
- Any other instructions specific to the method of administration eg dilution, plussing
- Factors that may interfere with the homœopathic medicine, eg consumption of coffee, alcohol or tobacco, concurrent use of allopathic medications, dental work
- The need to report incidences to the prescribing homœopath

Acceptable sources includes:

- Australian suppliers listed by the therapeutic goods administration
- Reputable overseas suppliers
- Substances collected and prepared from natural sources

Labelled correctly means:

- According to legislative guidelines
- According to clinic requirements

Factors that may have an effect on the storage include:

- Proximity to electromagnetic radiation
- Exposure to heat above 50(C
- Prolonged exposure to sunlight
- Exposure to strong odorous substances, eg perfumes, camphor

Workplace information may include:

- Details of preparation and dispensing undertaken
- Stock documentation
- Details of person(s) conducting preparation and dispensing
- Dispensing information for prescriptions

Unit Sector(s)

Not Applicable