



Australian Government

Department of Education, Employment and Workplace Relations

HLTNUT609C Prepare and dispense nutritional and dietary supplements

Release: 1

HLTNUT609C Prepare and dispense nutritional and dietary supplements

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTNUT609B Prepare and dispense nutritional and dietary supplements	HLTNUT609C - Prepare and dispense nutritional and dietary supplements	Unit updated in V5. 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 dietary supplements according to a script prepared by a nutritional practitioner

Application of the Unit

Application

This unit requires an extensive level knowledge of nutritional supplements and a wide range of health conditions and must be undertaken within relevant legal and regulatory requirements including the Therapeutic Goods Administration (TGA) Act

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 medicine according to *nutritional and dietary supplement guidelines and methodology*

1.3 Prepare nutritional and dietary supplements *according to clinic guidelines*

1.4 *Take care* to prevent contamination of the nutritional and dietary supplements

1.5 *Label* nutritional and dietary supplements and *store correctly*

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

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

- Equipment and instrumentation components, purpose and operation
- Hygiene standards
- Legal requirements relating to the prescription of medicine
 - Australian Drug Reactions Advisory Committee (ADRAC)
 - labelling requirements
 - legal restrictions/restricted substances
 - WHS hazards and controls
 - principles of manufacturing
 - quality control procedures
 - Recommended Dietary Intake (RDI) for use in Australia
 - regulations controlling medicines and poisons. individual acts and regulations can vary from one state or territory to another
 - Therapeutic Goods Administration (TGA) guidelines
- Nutritional and dietary supplement and drug interactions
- Nutritional and dietary supplement preparation from source materials
- Nutritional and dietary supplement product identification
- Nutritional and dietary supplements dispensing principles and methods
- Nutritional and dietary supplements in pregnancy
- Recording requirements and procedures
- Recording requirements and procedures
- The Drugs Prohibited for use on sport in Australia
- The factors that effect nutritional and dietary supplements in preparation and storage
- The nutritional and dietary supplement pharmacy
- 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:

- Correctly identify equipment and ingredients for nutritional and dietary supplement preparation and dispensing
- Identify nutritional and dietary supplements in accordance with clinic guidelines and relevant legislation

- Maintain work area to meet clinic standards
- Monitor the dispensing process and equipment operation out-of specification results or non-compliance and may include:
 - carrying out routine maintenance
 - cleaning and sanitising equipment
 - equipment faults
 - labelling
 - material faults
 - measuring devices
 - service faults
 - stock flow/quantity
- 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

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 a range of workplace situations
- Assessment may contain both theoretical and practical components and examples covering a range of clinical situations
- Evidence is required of both knowledge and skills application
- 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

EVIDENCE GUIDE

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

- 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

EVIDENCE GUIDE

Context of and specific resources for assessment:

- An appropriately stocked and equipped clinic or simulated clinic environment
- Dispensing resources meet infection control standards.
- Relevant texts or medical manuals
- Appropriate assessment environment for a primary contact healthcare practitioner
 - providing client privacy
 - adequate lighting and ventilation
 - easy access
 - practical access to amenities
- Appropriately skilled assessors

Method of assessment may include:

- Observation in the work place
- 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/dispensary). If successful, a second assessment is to be conducted during workplace application under direct supervision

Related units:

This unit should be assessed in conjunction with the following related units:

- HLTCOM404C Communicate effectively with clients
- HLTIN504C Manage the control of infection

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.

- Pharmaceutical ingredients and equipment may include but is not limited to:
 - 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

Nutritional and dietary supplement guidelines and methodology may include but is not limited to:

- Nutritional and dietary supplement theory
- Legal restrictions
 - Therapeutic Goods Administration (TGA)
 - restricted/scheduled substances
 - WHS
- Principles of manufacturing nutritional and dietary supplements
- Labelling requirements
- Testing of nutritional and dietary supplements

RANGE STATEMENT

Care is taken to prevent contamination means:

- One medicine is used at a time
- Medicines are made and prepared over an impervious surface
- Medicines which come into contact with contaminates are discarded.
- The work place is well ventilated with adequate lighting

Labelled correctly means:

- According to legislative guidelines
- According to clinic requirements

Acceptable sources includes:

- Nutritional and Dietary Supplement suppliers listed in the Therapeutic Goods Administration
- Overseas suppliers or
- Collected and prepared from natural sources after ascertaining that the material is uncontaminated by pesticides or other contaminant

Factors which may have an effect on the storage include:

- Heat above 50 c
- Prolonged exposure to sunlight

Workplace information may include:

- Details of preparation and dispensing undertaken
- Date the prescription was written
- Stock documentation
- Details of person(s) conducting preparation and dispensing
- Practitioner who wrote the prescription
- Dispensing information for prescriptions (administration instructions)
- Warnings concerning the prescription.

RANGE STATEMENT

Instructions for taking Nutritional and dietary supplements refer to:

- Mode of administration, eg external or internal
- Frequency of administration
- Factors which may interfere with the Nutritional and dietary supplements, eg Concurrent use of allopathic medications
- The need to report incidences to the prescribing Nutritional and dietary practitioner

Clinic guidelines may includes:

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

Dispensed ingredients and equipment may include:

- Measuring equipment
- Sterile containers
- Labels
- Protective clothing

The form of the medicine may include:

- Powder
- Tablet
- Liquid
- Cream
- Ointment

Unit Sector(s)

Not Applicable