



Australian Government

Department of Education, Employment and Workplace Relations

RTE3712A Administer medication to animals

Release: 1

RTE3712A Administer medication to animals

Modification History

Not applicable.

Unit Descriptor

This competency standard covers the process of responsibly using medicine in treating animals. When the requirements of this standard are achieved, medications will be administered strictly in compliance with veterinary advice, instruction, and relevant regulations. Where necessary, professional veterinary or pharmaceutical support is engaged to administer medication.

This standard requires the application of skills and knowledge to administer medication to animals in a manner that is safe for both the operator and the animal. Competency requires an awareness of animal health legislative requirements and codes of practice, animal welfare codes of practice, and enterprise workplace safe practices. The work in this standard is likely to be carried out under routine supervision within enterprise guidelines.

Application of the Unit

Not applicable.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Prepare to administer medication	1.1 Work to be undertaken is interpreted from organisation work procedures or direct instructions, and confirmed with management. 1.2 Equipment for the work is selected, checked and hygienically cleaned where necessary. 1.3 Suitable personal protective equipment is selected, used and maintained.
2 Administer medicine	2.1 While handling the animal(s), OHS hazards are continually identified, risks assessed, and suitable controls are implemented. 2.2 Administration of medication in the treatment of infection, disease or injury is carried out in the full cognisance of relevant regulations, and veterinary drug legislative requirements 2.3 Medication use in the treatment of infection, disease or injury is in line with the recommended dose rate/limits. 2.4 Medication use in the treatment of infection, disease or injury is recorded and notified as required by regulations.
3 Complete administration activities	3.1 Details of medication administration are recorded accurately according to organisational practices and relevant regulations. 3.2 Syringes, needles and other veterinary medicine containers are placed in allocated disposal containers, with tips removed from needles prior to disposal. 3.3 Any observed irregular behaviours are reported to the manager or health professional so decisions on any necessary changes to treatments can be made. 3.4 All records made, kept and maintained are clear, accurate, and follow the guidelines laid down by the industry and the organisation.

Required Skills and Knowledge

Not applicable.

Evidence Guide

Competence in practicing administering medication requires evidence that treatment of infection, disease or injury is carried out safely and with the full cognisance of relevant regulations and veterinary drug legislative requirements.

The skills and knowledge required to practice responsible use of medicine must be **transferable** to a different work environment. For example this may include different animals, breeds, sizes and uses.

What specific knowledge is needed to achieve the performance criteria?

Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this competency standard are listed below:

the consequence of administering medication to animals

animal first aid procedures and the limits to which they should be applied by personnel at all levels, until professional help is available

sources of advice with regard to medication

property policy with regard to medication.

What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, appropriate literacy and numeracy levels as well as some complementary skills are required. These include the ability to:

- provide support to animal health professionals, as required
- observe animal condition and health, and accurately record and report observations
- complete specified protocols with regard to medication.

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

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| 1. How can communication of ideas and information (3) be applied? | When communicating with veterinarians and supervisors. |
| 2. How can information be collected, analysed and organised (3)? | In the analysis and organisation of veterinary recommendations and animal histories. |
| 3. How are activities planned and organised (3)? | In organising animal treatment. |
| 4. How can team work (3) be applied? | When working with others to achieve goals. |
| 5. How can the use of mathematical ideas and techniques (3) be applied? | When calculating weights and dosages. |
| 6. How can problem-solving skills (3) be applied? | In dealing with problems of animal health. |
| 7. How can the use of technology (3) be applied? | In administering medication and monitoring health. |

Are there other competency standards that could be assessed with this one?

This competency standard **could** be assessed on its own or in combination with other competencies relevant to the job function.

There is essential information about **assessing this competency standard for consistent performance** and **where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to the **Assessment Guidelines**. Further advice may also be sought from the relevant **sector booklet**.

Range Statement

Range of Variables

The Range of Variables explains the contexts within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in training and assessment requirements may depend on the work situations available

What may be covered under **medication**?

Medication may cover drugs used to treat animal infection, injury and disease including vaccines, antibiotics, probiotics, and hormones such as oxytocin.

What **organisation work procedures** may apply to this standard?

Work procedures will be based on sound agricultural principles and practices and may include supervisors oral or written instructions, livestock production program, organisation standard operating procedures, specifications, routine maintenance schedules, work notes; product labels and Material Safety Data Sheets; manufacturers service specifications and operators manuals, waste disposal, recycling and re-use guidelines, and OHS procedures.

It is the responsibility of the manager or trainer to ensure that any drugs used are used in accordance with instruction from the veterinarian (or changed to include probiotics), and that all relevant authorities are notified, as required, when they are used.

What **personal protective equipment** may be relevant to this standard?

This may include boots, helmet, overalls, gloves, protective eyewear, hearing protection, respirator or face mask, and sun protection (sun hat, sunscreen).

What actions could be taken to eliminate or minimise the **OHS** risk?

Relevant OHS hazards identification, risk assessment and risk control measures include safe work systems and procedures for:

reducing kicks, bites and crushing injuries from animals - this will include using calm and positive actions to avoid alarming stock
manual handling systems and procedures
preventing infection from injured/sick stock
systems and procedures for outdoor work, including protection from solar radiation
selecting, using and maintaining relevant

	personal protective equipment systems and procedures for the safe disposal of sharps and protocols for notification of needle stick injuries clear communication between workers, especially when working together within a close proximity. All working routines for animals must be carried out in line with the provisions of the Workplace Health and Safety Acts and relevant animal codes of Biosecurity and Welfare.
How might information be recorded ?	Record keeping systems used may be either paper-based or digital, and information will be recorded into logbooks or other records.
What relevant information might be recorded ?	Dates, times and periods of work and maintenance, maintenance that is required for stables and/or equipment, work schedules and work completed, chemicals and other substances used including quantities and methods, and readings from temperature and flow-rate gauges.
How will the administration of medication be undertaken?	They will be administered in line with Schedule 4 of the Poisons Act in the various States and may be in the form of a nasal drench, oral drench, paste, intravenous injection, intramuscular injection or topical application, in feed or water (including through supplementary drinkers), but they must be in line with the Veterinary Surgeons Act in each State.
For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet.	

Unit Sector(s)

Not applicable.