



CATAPULT

HLTHPS007

Administer and monitor medications

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit HLTHPS007.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/HLTHPS007/>

Trainer/assessor guide

HLTHPS007

Administer and monitor medications

Welcome to this unit of study

This unit describes the skills and knowledge required to administer medications to people and monitor them, as per the delegation from a relevant health professional, in accordance with legislation and the employing organisation's medication and delegation policies and practice.

This unit applies to community services and health workers with the relevant authority in their state or territory to administer medication and monitor them as per the delegation from a relevant health professional.

Ongoing requirements to demonstrate competency in drug calculations may apply, and users should refer to relevant state/territory regulatory requirements.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	6
Learning resource.....	7
Topic 1: Identify situations that are a potential risk to the safe administration of medications	7
Identify substance incompatibilities.....	7
Report potential risks.....	9
Client identity and allergies	12
Drug and poison schedules.....	15
Identify limitations in own capability.....	17
Check your understanding	19
Topic 2: Prepare for medication administration	21
Confirm delegating health professionals authority to proceed and clarify own role and limitations	21
Check all equipment and follow infection control procedures.....	25
Confirm medication administration route and procedure.....	38
Confirm purpose and function	45
Accurately calculate medication dosages	47
Prepare medications according to legal and environmental guidelines	48
Check your understanding	51
Topic 3: Identify and prepare the client for administration of medication.....	53
Greet and identify client and prepare for medication administration.....	53
Check medication and accurately explain the administration procedure.....	57
Prior to administration, check the client for any physical or behavioural changes	59
Check your understanding	63
Topic 4: Administer medications within legal parameters.....	65
Administer medications.....	65
Administer medications accordance with professional standards	69
Assist and oversee the client.....	73
Dispose of all medication	77
Identify signs from client “when necessary” medications might be required, and act within delegation and role responsibility.....	79
Record administration of medications.....	81
Provide accurate information	82
Check your understanding	87
Topic 5: Monitor client response to administered medication	89
Identify adverse reactions, respond and report	89
Implement emergency response.....	91
Identify signs of pain	93
Record client response to medication	95
Check your understanding	97

Topic 6: Handle medication contingencies	99
Report medication refusal or incomplete ingestion.....	99
Identify and dispose of medication appropriately	102
Record changes in the client's condition	103
Record and report inconsistencies.....	105
Check your understanding	107
Topic 7: Complete medication distribution and administration	109
Infection control guidelines.....	109
Replenish dose administration aids and supplies.....	112
Medication charts, care plans and treatment sheets	113
Medication storage procedures.....	115
Check your understanding	117
References.....	119
Assessment workbook	123
Unit information	125
What is competency-based assessment?.....	126
How will my competency be assessed?.....	127
Assessment agreement	128
Foundation skills checklist.....	129
Skills recognition.....	130
Topic 1: Identify situations that are a potential risk to the safe administration of medications	131
Topic 2: Prepare for medication administration	132
Topic 3: Identify and prepare the client for administration of medication.....	133
Topic 4: Administer medications within legal parameters.....	134
Topic 5: Monitor client response to administered medication	135
Topic 6: Handle medication contingencies	136
Topic 7: Complete medication distribution and administration	137
Knowledge questions	138
Topic 1: Identify situations that are a potential risk to the safe administration of medications	141
Topic 2: Prepare for medication administration	150
Topic 3: Identify and prepare the client for administration of medication.....	161
Topic 4: Administer medications within legal parameters.....	165
Topic 5: Monitor client response to administered medication	176
Topic 6: Handle medication contingencies	182
Topic 7: Complete medication distribution and administration	190
Topic 8: Specific knowledge evidence.....	196

Performance tasks	206
Third party evidence collection agreement	207
Topic 1: Identify situations that are a potential risk to the safe administration of medications	208
Topic 2: Prepare for medication administration	210
Topic 3: Identify and prepare the client for administration of medication.....	212
Topic 4: Administer medications within legal parameters.....	213
Topic 5: Monitor client response to administered medication	215
Topic 6: Handle medication contingencies	216
Topic 7: Complete medication distribution and administration	217
Completion record	218
Unit mapping	219
Trainer/ assessor user instructions	225

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Identify situations that are a potential risk to the safe administration of medications
- » Prepare for medication administration
- » Identify and prepare the client for administration of medication
- » Administer medications within legal parameters
- » Monitor client response to administered medication
- » Handle medication contingencies
- » Complete medication distribution and administration

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
